Whittier ELEMENTARY SCHOOL PTA

POSITION DESCRIPTION: ROOM PARENT LIAISON

Target Number of Volunteers: 15-25

Estimated Time Commitment: 1-10 hours throughout the school year

Required Availability: Flexible / Weekday Afternoons (on days of class parties)

1 or 2 Parent/Guardian volunteers per class are responsible for the following:

- Distributing important information via email to all parents of students in that class
- Coordinating the collection of money used to purchase teacher birthday, holiday, and appreciation gifts
- Recruitment and scheduling parent volunteers to help at the Halloween class party.

Note: Due to the communication aspect of this position, liaisons must be able to attend PTA meetings.