

Events Coordinator — SHMS PTO Volunteer Position

(Supports the VP of Events)

Position Overview

The Events Coordinator works closely with the VP of Events to help execute inclusive, engaging, and accessible events for our entire school community. This hands-on role focuses on event logistics, coordinating staff appreciation efforts, supporting school-led initiatives, and making volunteer opportunities manageable for busy families.

What You Will Do

- **Support Event Execution:** Assist in planning, setting up, and running PTO events, ensuring they are accessible and welcoming to all families.
- **Champion Staff Appreciation:** Partner directly with the Teacher & Staff Wellness Representative and VP of Events to organize, set up, and execute staff appreciation events and initiatives throughout the year.
- **Assist School-Led Events:** Serve as a PTO liaison to help coordinate volunteer support, supplies, or logistical aid for school-led events and student leadership (Student Council) initiatives.
- **Organize Micro-Volunteering:** Help break down large event logistics into bite-sized, 30-minute or "done-from-home" tasks to encourage broad parent participation.
- **Promote Inclusion:** Work with the VP of Events to ensure communications, materials, and event spaces accommodate non-English speaking households and diverse schedules.
- **Board & Team Support:** Attend monthly board meetings (or provide event updates) and collaborate closely with board members and school staff.

What We Are Looking For

- Strong organizational skills and an eye for event logistics.
- A warm, collaborative attitude and a passion for supporting school staff and middle school families.
- Flexibility and creative problem-solving skills to help run events smoothly.
- Ability to break down big tasks into quick, manageable volunteer opportunities.

Time Commitment

- Approximately 2 to 4 hours per month, with occasional increases during major event weeks or staff appreciation drives.