

Initiatives Coordinator — SHMS PTO Volunteer Position

(Supports the VP of Initiatives)

Position Overview

The Initiatives Coordinator works closely with the VP of Initiatives to support educational and community-focused programs. This hands-on role focuses on program logistics, helping set up and manage academic tournaments, and supporting specialized enrichment opportunities that elevate the student experience.

What You Will Do

- **Support Enrichment & Academic Events:** Help coordinate venue logistics, registration, and volunteer staffing for specialized events (e.g., NOVA Math Tournament) and PTO enrichment programs.
- **Program Logistics & Setup:** Assist in organizing, tracking, and distributing materials or supplies needed for active enrichment programs.
- **Cross-Role Collaboration:** Work alongside the VP of Initiatives and collaborate with other board roles to help align program offerings with school and community needs.
- **Board & Team Support:** Attend monthly board meetings (or provide updates) to share progress on upcoming educational initiatives and tournaments.

What We Are Looking For

- Strong organizational habits, attention to detail, and practical project management skills.
- Comfort coordinating logistics for academic or extracurricular activities.
- A proactive, collaborative mindset focused on creating high-quality enrichment opportunities for middle school students.

Time Commitment

- Approximately 2 to 4 hours per month, varying slightly depending on scheduled tournaments or major program launches.