**Parent Resources Coordinator Job Description**

**Role:**

This role encompasses four areas: coordinating the Helping Hands for Sheridan, maintaining the four planters at Sheridan and maintaining and updating the Sheridan APT bulletin board

**Responsibilities (including Timelines):**

* Provide Sheridan office staff at the beginning of the year with committees contact information and best way to request support throughout the school year
* Reach out to additional parent volunteers, on need basis, for large jobs

Planters

* Change out the two planters at the Sheridan front entrance three times a year. Before the start of the year, a fall theme is planted with late summer/autumn plants. After Halloween, a winter theme is planted (evergreens, twigs, dried materials, etc.). Finally, a spring/summer theme is planted once the weather warms up enough to not kill plants - usually after spring break.
* Future idea: work with the Art Teacher to have students create pieces of art to install in the planters and/or on the front trees.

Bulletin Board

* Update and maintain Sheridan APT bulletin board throughout the year.
* Include the following: Sheridan APT meeting dates & speakers, Sheridan all school events including dates, location, theme and ways to volunteer
* Update with seasons and/or pictures from events

**Budget:**

Money for maintaining the planters is in the budget. Save original receipts, make copies, and submit to Sheridan APT Treasurer with completed APT Check Request Form.

**General Responsibilities of all Sheridan APT Board Members:**

* Maintain District 67 APT membership by paying the annual fee.
* Attend all APT Board meetings and events pertaining to your committee, including the Annual District 67 APT Meeting in March and the Sheridan APT Year-End Old/New Board Celebration Luncheon in May (so we can train new Committee Members).
* Prepare reports of committee highlights, submit to VP/Secretary, and present at monthly APT Board meetings.
* Communicate and meet with respective District 67 APT Executive Board Representatives as necessary.
* Maintain committee budget. Save, copy, and submit all receipts with APT Check Request Form to Sheridan APT Treasurer (within a week if possible).
* Promote participation in the APT with school parent population.
* Invite parents from APT Volunteer List to assist with activities and events.
* Submit information to Communications Coordinator to publicize APT functions and recognize volunteer efforts.
* Maintain APT committee file with ongoing notes and prepare Year-End Report (although it is due in May, just add to it each month). Review position with incoming Committee Member(s).