

SPIDER Parent Volunteer Jobs

- 1) **Parent Meeting Host:** collect input for discussion, book and confirm meeting space, bring treats, help to facilitate discussion or appoint a facilitator
- 2) **Minute Taker:** record and maintain meeting minutes and decisions made electronically and in a hard copy binder
- 3) **Survey Maestro:** send out surveys when required. Craft questions, choose survey mechanism, report on results
- 4) **Seasonal Committee Members:** Fall, Winter and Spring Committees each work to develop about 10 weeks of programming opportunities at Camp Byng and in the community (field trips)
- 5) **Fall Kickoff Gathering Coordinator:** Collaborate with SPIDER teachers and Fall Committee to plan and organize Start of the Year Gathering events
- 6) **Winter Holiday Gathering Coordinator:** Collaborate with SPIDER teachers and Winter Committee to plan and organize the Holiday Gathering
- 7) **Year-End Gathering Coordinator:** Collaborate with SPIDER teachers and Spring Committee to plan and organize the Year-End Gathering
- 8) **SPIDER Handbook administrator:** update and distribute Handbook for new and continuing families
- 9) **SPIDER resource/library managers** (1/age grouping?): Organize resources and maintain records (sign outs and ins, etc.)
- 10) **Budget committee:** Meet with DBE administrator regularly to update budget and make decisions regarding expenditures
- 11) **SPIDER Mentors:** Meet with new families on an ongoing basis to provide suggestions and support regarding learning resources, etc.
- 12) **Webmaster:** Collaborate with teachers to create and manage Web content
- 13) **Contact List Manager:** Collaborate with teachers to update and send out current Email list regularly
- 14) **Playground Supervisor:** Organize a sign-up system to involve parents in the supervision of SPIDER students at all SPIDER functions
- 15) **Home Learner Coordinator:** Collaborate with families who choose not to participate in Camp Byng and DBE days to share resources and coordinate learning activities
- 16) **Social Events Coordinator:** Collaborate with families and teachers to organize fun social events through the year (Halloween Dance, Movie Night, etc.)
- 17) **SPIDER promotions:** Collaborate with teachers and families to promote SPIDER on the Sunshine Coast and beyond (School Board, Newspapers, etc.)
- 18) **Photo Coordinator:** Collaborate with teachers and families to collect and share SPIDER photos for the school year 2015/2016 using online technology
- 19) **Communication Coordinator:** Read all SPIDER related group emails and ensure that those who don't have access to a computer receive the information

- 20) **Hospitality Coordinator:** Ensure that guests and presenters are made to feel welcome and given thank you cards
- 21) **Billet coordinator:** Ensure that SPIDER guests coming from off-coast that require accommodation are hosted by a SPIDER family.
- 22) **Learning Resource Orders:** Collaborate with Admin Assistant and Teacher to order resources for families
- 23) **Form and Waiver collector** (Teacher?): draft, circulate, collect, keep records and dispose of forms and waivers
- 24) **Dishwasher operator/trainer:** Help ensure dishes are washed!
- 25) **DPAC representative:** Sit on the District Parent Advisory Committee as a representative of SPIDER parents
- 26) **Davis Bay PAC Representative:** Contribute to the Davis Bay PAC team through organizing, fundraising, etc.
- 27) **Community Connector:** Link SPIDER families to opportunities happening in other schools (plays, Sports Days) and in the community
- 28) **Junior/Senior Connector:** someone who can bridge whatever bridges need to be made between the Spider and Project Spider program.
- 29) **Project Spider Support Coordinator:** Coordinate for parent support each week at Byng in particular, but perhaps only one parent to sign up each Thursday that we're there to spread the load.