



## Hynes Lakeview PTO Volunteer Director Job Description

PTO is actively recruiting PTO members for vacant Officer positions. Join our officer team and execute exciting PTO initiatives for our wonderful community. Please consider sharing your time & talents with our Hynes community!

### **Role Overview:**

The Hynes Lakeview Volunteer Director is in charge of all PTO volunteer coordination and recognition of those who volunteer.

### **Duties of the Volunteer Director:**

- Create and maintain sign ups for PTO and school volunteer needs, generally using Sign Up Genius.
- Keep track of volunteer hours for all PTO events and school requests and fulfill volunteer recognition programs.
  - Homework passes
  - Spirit Store credits
  - Mid-year volunteer communication
  - Super Volunteer breakfast and gift
- Gather contact information for grandparents for volunteering at PTO events and with coffee carts for teachers.
- Work with volunteer chairs for specific events to make sure they have what they need and help them with outreach and recruitment.
- Coordinate Whitney Wednesday volunteers

### **Duties of all PTO Officers:**

- Prepare for and attend monthly PTO Officer meetings to plan for the month ahead. (Approximately 2 hours)
- Assist on site with major PTO Events (Back to School BBQ, Spooktacular, Fair, Gala, HMC Golf Tournament, etc.)
- Act as a liaison between families and Hynes school administration, surfacing areas of need the admin and/or PTO need to improve on.
- Attend bi-annual PTO Full Board meetings, voting on formal motions required by PTO bylaws. (Approximately 30-45 minutes)
- Assist in recruiting volunteers for all PTO related activities, from new officers to event team leads to day of volunteers.

This role is a 2 year term, beginning July 2026 and ending June 2028. To learn more, contact [hynes.pto@gmail.com](mailto:hynes.pto@gmail.com).

The purpose of the PTO is to support through fundraising and other volunteer efforts the furtherance of high standards of education, training, and practice at Edward Hynes Charter School- Lakeview.