

## Job Descriptions/Service Opportunities

The following are descriptions of past and present PATH job/service opportunities. All PATH members must contribute a job/service per year to maintain their membership. PATH members may choose to take responsibility for more than one job. The Board of Directors welcomes any new area of service that a member is willing to coordinate. Activities and events will only exist as long as PATH has members that are willing to take on responsibilities.

Back to School Picnic Coordinator – this person is responsible for selecting a date, location, time for this event, as well as getting the word out via the groups Weekly Update. This person will also handle the RSVP's for this event. Generally this event is held at the beginning of the school year (Aug. or Sept.), families bring their own lunch and the coordinator organizes some group games for the kids. The main goal for this event is to give PATH families the opportunity to renew friendships or make new friendships.

Back to School Picnic Assistant – this person is responsible for working with the coordinator to assist in anyway needed.

Balloon Day Coordinator - this person will be responsible for picking the date of this event, time, location, figuring out the cost of the balloons, helium, ribbon, postage and postcards, announcing the cost per balloon, and working with the event assistants.

Balloon Day Assistant - (need two for this position) this person(s) will work with the event coordinator and assist as needed both before the event and during.

Box Tops for Education – Collects box tops for education and submits them twice a year to raise funds for PATH. At the beginning of each year, the coordinator will have available at the August Regular Member Meeting a list of all the products that contain a Box Top for Education Coupon. Website for details is [www.boxtops4education.com](http://www.boxtops4education.com)

Children's Theater Contact – School performances are announced mid-May. The Board of Directors of PATH will contact the theater mid-May and reserve blocks of seats for the available performances. The PATH Board will meet in July to assign the job assignments. The person assigned this job will be responsible for taking reservations from PATH members, keeping accurate records, collecting funds, giving the funds to the Treasurer and requesting the payment in a timely manner. Deadline for the performance reservations will be the PATH Kick-off meeting and money for all performances will be due at the PATH Kick-off meeting as well.

Children's Theater Performance Coordinator – a person who volunteers to be the coordinator for a certain Children's Theater performance. Duties for this position are: a couple of weeks prior to the performance you are responsible for, you should write up a brief notice reminding members of the performance and send it to the Weekly Update coordinator. In the notice make sure you include the request that if folks need PATH Guest ID's that they contact you by whatever time frame you need to get the Guest ID's. The day of the performance the coordinator should have a list of those families with reservations and check off the list as families arrive at the theater. Once all families have arrived the coordinator notifies the theater personnel that the group is ready to be seated. After the performance collect any Guest ID's and return them to the responsible party.

Community Service Coordinator (Fall) – this person is responsible for finding an Community Service project opportunity for PATH members to participate in during the Fall season. Past activities have been Operation Shoebox, Operation Christmas Child (Samaritans Purse). This activity can be combined with the Christmas Party, coordinate with the Christmas Party coordinator.

Community Service Coordinator (Spring) - this person is responsible for finding an Community Service project opportunity for PATH members to participate in during the Spring season. In the past the group has used this event as a ‘thank you’ project for Sardis Baptist Church; we did a cleanup day.

Contenders for the Faith Coordinator – existing group, this person coordinates mom volunteers for the different activities taught during the school year, creates a calendar/schedule for the group. This position can have a co-coordinator.

Field Trip Coordinator – this person will select an activity, contact the location if reservations are necessary, gather detailed information, announce information to the group, coordinate sign-up, collect money if necessary, and handle the activities at the event.

God’s World News Coordinator – this person is responsible for obtaining and placing orders, collecting money and distributing the God’s World News magazines.

Holiday Activity Coordinator (Christmas Party) – this person will coordinate a Christmas party for the PATH members. The coordinator will share information about the event via the Weekly Update, coordinate volunteers to bring snacks and drinks and arrange for some Christmas theme activities.

Holiday Activity Coordinator (Easter Egg Hunt) – this person will select a location for the Easter Egg Hunt, select a date, announce information to the group, coordinate sign-ups, handle activities at the event.

Holiday Activity Coordinator (Gingerbread House Contest) – this event takes place during the PATH Christmas Party. The coordinator takes RSVP’s for those wishing to participate in the contest, creates display cards with assigned numbers, arranges for judges (people outside of PATH), gets award ribbons (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) and creates participation certificates for those that didn’t win. The coordinator also handles the announcing of the awards and certificates at the party.

Holiday Activity Coordinator (Harvest Celebration) – this person will select an activity (ie – pumpkin farm or picking), find a location, gather detailed information, announce information to the group, coordinate sign-up, collect money if necessary, handle the activities at the event.

Holiday Activity Coordinator (Valentine’s Day Bowling Party) – this person will contact the bowling alley, negotiate a price, reserve necessary lanes, announce information regarding date and cost to the group, coordinate sign-up, collect money, coordinate lane assignments, supply Valentine Card bags, handle the activities at the event.

Ice Cream Social Coordinator – this person is responsible for picking the location for the ice cream social (in the past its been held at Stallings Park), handling the RSVP's, making sure we have enough of what is needed (ice cream, bowls, spoons, etc.)

Ice Cream Social Assistant - this person is responsible for working with the coordinator to assist in anyway needed. Possible idea would be coordinating an group game for the kids.

Indoor Picnic Coordinator – this person is responsible for coordinating an indoor pizza picnic party. This event is generally held in the winter (January). The event includes pizza and drink for lunch and some simple group activities for the kids (relays, twister, crafts). This person would be responsible for getting the word out to the group about the event via the Weekly Update, handling the RSVP's, ordering the pizza and coordinating anything that was needed for the event to take place.

Indoor Picnic Assistant - this person is responsible for working with the coordinator to assist in anyway needed.

Keepers of the Faith Coordinator (Younger Girls 6 to 9) – existing group, this person coordinates mom volunteers for the different activities taught during the school year, creates a calendar/schedule for the group. This position can have a co-coordinator.

Ladies Night Out Coordinator(s) – this person is responsible for coordinating a topic or speaker for one of the following months, September, October, April. The December coordinator will find a location for the “Annual Dinner Out”, make reservations if necessary and communicate details to the Weekly Coordinator for distribution to the membership.

NC Dance Theater Contact & Coordinator – this person contacts the theatre to see what performances are available to school age children. The information should be made available to the group as soon as possible. If there is interest, then this person would contact the Theater, make necessary arrangements for reservations, handle the RSVPs from PATH families, collect money, work with the PATH Treasurer to deposit and request necessary funds and coordinate the group at the theater the day of the event.

Opera Carolina Coordinator – this person contacts the theatre to see what performances are available to school age children. The information should be made available to the group as soon as possible. If there is interest, then this person would contact the Theater, make necessary arrangements for reservations, handle the RSVPs from PATH families, collect any necessary money, work with the PATH Treasurer to deposit and request necessary funds and coordinate the group at the theater the day of the event.

Park Day Coordinator – this person selects a day, time and park. This information will be announced to the group via the newsletter and website. Also need to come up with a way that PATH members, especially new members, can find other PATH members at the park.

PATH ID Badge Coordinator – this person will be responsible for making, distributing ID badges. This position requires that the person have knowledge of Microsoft Publisher and the ability to receive via email and manipulate photos. This position also requires a trip or two to Office Max to get the ID badges laminated.

Spelling Bee Coordinator – this person is responsible for finding out whether PATH students are interested in participating in a Spelling Bee, and organizing practices as needed or requested. The coordinator needs to find out the time and place of the homeschool spelling bee (usually held through CHEA), advertise, and set up practice times and places.

Testing Coordinator – this person would be responsible for finding out the need from PATH members regarding group testing, and then ordering and administering the tests if there is interest. This includes deciding on the test to be administered, finding a suitable location, finding suitable proctors, advertising to the group, collecting monies for the test, distributing results, etc. Please note that the coordinator and proctors may be required to have a bachelor's degree, depending on the type of standardized test chosen.

Tween/Teen Group Activity Coordinator – this person would be responsible for organizing a couple of activities for our pre-teens and teens (ages 11 & Up) during the school year. This job may require a co-coordinator. The coordinator and co-coordinator would be responsible for enforcing the following rules of behavior for these activities:

- Parents retain responsibility of supervising their student (no drop offs)
- Guests of an attending PATH member are allowed if accompanied by a responsible adult
- Use of electronics are not allowed during the event

Website Manager – this person is responsible for managing the [www.pathnc.org](http://www.pathnc.org) website and coordinating all information contained therein with the PATH Directors.

Weekly Update Coordinator – members of PATH may transmit via email or in writing, information to the coordinator for distribution to the PATH members in a weekly update, generally emailed each Friday. The person taking on this job should be familiar with a computer and be able to setup and maintain an email distribution list.

Yearbook Coordinator – this person would be in charge of the creation of the PATH yearbook. This position requires a computer, knowledge of a graphic program and the ability to receive and manipulate pictures via email. The coordinator would also make the necessary arrangements to get the finished book printed.