**Cider Mill PTA Job Description**

 School Store Chairperson

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| Outgoing | Chair: Jamie Lee | jamiehodgeslee@yahoo.com |
| 2016-17 | Sue Stengrim | stengrim@yahoo.com |

**Responsible for the coordination and scheduling of all volunteers for the CM School Store, offered M-W-F during lunchtime.**

**Timeline:**

* August
	+ Contact last year’s volunteers to see who is still interested in working and how often/what days they prefer
	+ Get list of new volunteers from PTA contact
	+ Create calendar for entire school year and slot everyone into days. Schedule 2 people per day based on their timing requests (every 3-6 weeks) and day of week available to work
	+ Publish calendar, contact list and store guidelines to all volunteers
	+ Communicate with Mr. Kueffner, the faculty member in charge of stocking the store
* September
	+ Begin school store, typically Wednesday after Labor Day if school begins one week before

On going responsibility..

* + - * Communicate any issues/needs to Mr. Kueffner
			* Send email reminder each weekend for the coming week to all scheduled volunteers
			* Deal with substitute issues as they arise. Fill open slots if/when volunteers drop out completely
			* Serve as a sub when necessary