

Alameda PTA

Vice President for Community Outreach Job Description

General Purpose of Position

Community activities enrich and strengthen the Alameda school community, particularly building relationships among families and between families and teachers/staff. The VP of Community Outreach serves as general support and liaison to standing committees/parent volunteers leading Community Outreach activities on behalf of PTA board.

Key Duties and Responsibilities

- Assure Community Outreach committees/activities have parent volunteers to lead them
- Support and assist Community Outreach volunteers with communications and promotion of Community Activities and with logistics, as needed (e.g. accessing PTA budgets for their activities, using PPS room reservation system, communicating with school staff/admin)
- Monitor budget requests/expenses for Community Outreach activities
- Attend monthly PTA board meetings and any other meetings or events as needed.
- Honor board member [service expectations outlined by Oregon PTA](#)

Standing committees/activities typically include lead parent volunteers in each of the following:

- **Green Team:** Promotes waste-free lunches; coordinates volunteers (students and adults) for lunch-time organics composting program, holiday lights recycling, and annual classroom cleanout to recycle old supplies; coordinates Chinook Book sales for fundraising. Organizes other activities as needed to promote value of sustainability in Alameda.
- **Discovery Garden:** Coordinate school garden program with classrooms, including recruit/manage parent volunteers for each classroom's garden bed; coordinate seasonal garden clean-up, maintenance, planting, and harvesting; coordinate annual holiday Poinsettia sale fundraiser.
- **Landscape:** Schedule 2- 3 annual landscape clean-up/maintenance events for playground and school ground; communicate with school administration to identify landscape priorities for clean-up days; recruit/manage volunteers on clean-up days
- **Bike/Walk to School:** Promote students to walk, bike, skate, or scooter to school to support their health and care for environment; coordinate with City of Portland and Street Trust to promote annual events.
- **Clothing Center:** Coordinate Alameda's donations to and participation in Portland Council PTA Clothing Center; recruit volunteers to assist with Portland PTA Clothing Center, manage Alameda Lost & Found for donation to clothing center, and manage Alameda collection bin for donations to clothing center.
- **Equity and Inclusion:** Coordinate training/workshop activities for parents focused on PPS/Alameda racial equity work, maintain equity feature in Alameda News Notes; support Affinity groups of parents convened to address needs they identify for specific groups of students such as children with dyslexia, Alameda –Rigler sister school partnership, and any other affinity groups identified by parents.

Estimated Time Commitment

All PTA board positions are a two-year commitment.

Month	Hours / Month	Key Activities
August	2 – 4 hrs/month	Reach out to lead volunteers on activities to get ready for school year.
September	8 – 10 hrs/month	Help volunteers get to fall PTA open house to promote activities. Communicate budgets to lead volunteers for their projects. Help garden and landscape schedule and promote fall clean-up days. Check in with Equity lead on activities schedule for school year. Check-in with Bike leads for fall event schedule and promotion. Check-in on fall Chinook Book sale plans, promotions, and schedule.
October	6 - 8 hrs/month	Check-in with clothing center to make sure Lost & Found managed for school year and donations from bin going to PTA clothing center. Check in with Garden lead on Poinsettia holiday sale schedule and plans. Ongoing support to other leads for schedule and promotions of their activities. Check-in on Chinook Book lead for sales progress.
November	4 – 6 hrs/month	Check-in on all volunteer leads for any support; help with any budget needs/reimbursements. Check in with Garden lead on poinsettia sale plans and promotion.
December	2 – 4 hrs/month	Ongoing support to all volunteers leads (e.g. budget, communication/promotion)
January	2 – 4 hrs/month	Ongoing support to all volunteers leads (e.g. budget, communication/promotion) Check-in with garden for spring planting.
February	2 – 4 hrs/month	Ongoing support to all volunteers leads (e.g. budget, communication/promotion)
March	2 – 4 hrs/month	Ongoing support to all volunteers leads. Identify any activities that will need new volunteer leads for next school year. Work with current lead and PTA to recruit new leads for next year. Check in with garden and landscape lead for spring clean-up day schedules and promotion. Help leads with any budget needs.
April	4 – 6 hrs/month	Ongoing support to all volunteers leads. For any activities that need new volunteer leads, work with current lead and PTA to recruit new leads for next year. Check in with Bike & Walk leads for May events schedule and promotion.
May	2 – 4 hrs/month	Ongoing support to all volunteers leads. Assure volunteers secure for next year. Tie up any remaining budget requests/reimbursements for current year.