

# **Alameda PTA**

## **Vice President of Hospitality**

### **Job Description**

#### **General Purpose of the Position**

Cultivating a warm, inviting, and fun atmosphere at Alameda is the main responsibility of the PTA Vice President of Hospitality. In coordination with other members of the PTA Board as well as several subcommittees, the Vice President of Hospitality coordinates family fun events, staff appreciation, and community celebrations throughout the school year.

#### **Key Duties and Responsibilities**

- **Oversee or directly plan the following school events:**
  - Back to School Picnic
  - Family Movie Nights (at least 2 per year, usually in the fall and spring)
  - Coordinate popsicles and volunteers for Run for the Arts in connection with Assistant Principal and PE Teacher
  - Coordinate and deliver dinner for the teachers one night during fall conferences
  - Oversee or directly plan the Family Dance
  - Coordinate events and volunteers for Staff Appreciation Week
  - Coordinate popsicles and volunteers for Field Day in connection with PE Teacher
  - Oversee or directly plan other events as agreed with the PTA Board such as:
    - Parents' Day Out (usually a Saturday in early December)
    - Student Talent Show
    - Other events in support of community building
- Attend Back to School Nights and other major PTA/school community events to promote PTA membership and community building.
- Respond to email inquiries and requests from the PTA Board, PTA members, and school staff regarding Hospitality Events.
- Attend all scheduled Alameda PTA Board and General Meetings (typically monthly for Board Meetings, most months during the school year for General Meetings).
- Honor board member [service expectations outlined by Oregon PTA](#)

### Estimated Time Commitment and Calendar

All PTA board positions are a two-year commitment.

Month	Hours/Month	Key Activities
July	5	Begin preparation for upcoming school year; Coordinate details for Back to School Picnic and Resource Fair; attend PTA Board Meeting (if scheduled)
August	5-10	Finalize Back to School Picnic and Resource Fair details and send announcement information to VP Communications; attend PTA Board Meeting (if scheduled)
September	10	2nd Friday in September - <b>Back to School Picnic and Resource Fair</b> ; attend PTA Meeting; Finalize selection for Fall Family Movie Night and send information to VP Communications
October	10-15	Order popsicles for Run for the Arts two weeks before event; Run <b>Family Movie Night</b> and concession stand; Schedule vendor for teacher dinner during conferences; attend PTA Meeting
November	3-5	Supervise <b>Conference Dinner for Teachers</b> ; attend PTA Meeting
December	5-10	Supervise <b>Parents' Day Out</b> (if PTA is hosting one); attend PTA Meeting
January	3	Line up volunteer leaders for Family Dance, 5th Grade Promotion, and Staff Appreciation Week; plan date for spring Family Movie Night; attend PTA Meeting
February	10	Continue planning spring events; attend PTA Meeting
March	10-15	Run spring <b>Family Movie Night</b> ; continue planning other spring events; attend PTA Meeting
April	15-25	Assist with <b>Family Dance</b> ; Finalize details for Staff Appreciation Week; attend PTA Meeting
May	15-20	Supervise <b>Staff Appreciation Week</b> ; order Field Day popsicles two weeks before event; attend PTA Meeting
June	5-10	Coordinate volunteers and hand out popsicles for <b>Field Day</b> ; assist with <b>5th Grade Promotion</b> ; attend PTA Meeting (if scheduled)