

Title: Volunteer PTO Chair (Parent-Teacher Organization)

Purpose: Lead Providence's parent volunteer support function to build a welcoming, well-organized culture of service that partners effectively with school leadership, supports student learning and teacher morale, stewards resources with integrity, and reflects our classical and Christ-centered mission.

Reports To: Admissions, Enrollment, and Constituent Relations Officer; Works closely with Division Principals, Director of Advancement/Communications, Business Office

Supervises: PTO Executive Team (vice chair, treasurer, secretary); Room Parent Coordinator and committee leads (e.g., Hospitality/Teacher Appreciation, Events, Campus Support, Arts/Athletics support, New Family Welcome, Spirit Wear, Community Service)

Term and Time Commitment: One-year term (renewable); ideal two-year continuity; Average 6–10 hours/week; peak seasons around back-to-school, major events, and Teacher Appreciation Week

Key Responsibilities

1. Mission, Governance, and Alignment
 - Uphold Providence's mission and classical Christian ethos in all PTO activities; serve as a bridge between parents and school leadership.
 - Ensure the PTO operates as a service organization supporting school decisions—not a policy-making or lobbying body. Maintain and follow written bylaws and standing rules.
 - Partner with the Head of School and staff liaison to maintain clear decision-making protocols, shared expectations, and open, two-way communication with families.
2. Family Engagement and Volunteer Experience
 - Design a welcoming, inclusive volunteer program: varied roles (in-person/at-home/micro-tasks), clear role descriptions, straightforward sign-ups, and proactive follow-up with every interested parent.
 - Use simple technology (sign-up tools, shared calendars) to widen participation and make volunteering easier; always follow up with those who express interest.
3. Meetings, Communications, and Culture
 - Plan and chair efficient monthly executive and general PTO meetings; publish agendas in advance and minutes afterward; use basic parliamentary procedure to stay on track.
 - Keep communications concise and hospitable; coordinate messages with the school to avoid duplication or mixed signals.
4. Events and Teacher Support
 - Oversee a balanced annual calendar (community-building, teacher appreciation, student life support) that complements—not competes with—academic priorities and advancement efforts.

- Ensure event teams have written scopes, timelines, budgets, safety plans, volunteer roles, and post-event debriefs aligned to school policies.
5. Financial Stewardship and Controls
 - With the treasurer, propose an annual PTO budget; review monthly reports; present summaries to the Head of School/staff liaison and PTO membership.
 - Enforce core cash-handling and disbursement controls at all PTO events: two adults present when handling cash; immediate/next-day deposits; documented paper trail.
 6. Volunteer Screening, Safety, and Confidentiality
 - Coordinate with the school's HR/operations lead to ensure appropriate volunteer onboarding (e.g., confidentiality acknowledgments, campus check-in, and background screening when volunteers have routine or unsupervised student contact or chaperone overnight trips), consistent with Providence policy and applicable law.
 7. Data, Recognition, and Continuous Improvement
 - Track participation (e.g., volunteer interest list, active roles, hours), event outcomes, and teacher feedback; produce a brief year-end report with recommendations.
 - Lead volunteer recognition (notes, spotlights, small gestures) to sustain morale and retention.

Annual Rhythm (Illustrative)

- July–August: Recruit committee leads/room parent coordinator; finalize calendar; refresh sign-ups; publish welcome message/interest form.
- September–November: Back-to-school hospitality; new-family welcome; fall events; monthly reports; volunteer spotlights.
- December–February: Teacher appreciation planning; midyear check on committee health; winter service or community event.
- March–May: Spring festival/arts or athletics support; Staff Appreciation Week; elections/succession; year-end reporting/thank-yous.
- June: Transition notebooks; budget draft; calendar holds submitted.

Qualifications

- Clear, gracious communicator who models Christian hospitality; aligns with Providence's mission.
- Organized project manager comfortable leading volunteers; able to delegate, listen well, and resolve conflict with humility.
- Basic budgeting skills and comfort with simple tech tools (email lists, shared docs, sign-ups).

- Discretion with confidential information; willingness to complete any required screenings/trainings.

Support Provided by Providence

- Staff liaison; school email/account access; printing and meeting space; communications channels; training/orientation on school policies (finance, facilities, student safety); reasonable budget for hospitality/recognition; approved tools for sign-ups and file sharing.

Key Success Indicators (KPIs)

- Healthy volunteer pipeline and diversity of participation; timely follow-up with all interested parents.
- On-time agendas/minutes and visible coordination with school leadership.
- Events delivered safely, on budget, and with positive teacher/parent feedback.
- Financial controls followed; monthly reports and annual review completed.
- Succession plan in place and smooth leadership transitions.

Application/Nomination

Interested parents may self-nominate or be nominated by emailing their nomination to phansen@provs.net. Final selection is made by the Head of School in consultation with the staff liaison to ensure mission fit, continuity, and a balanced leadership team.