



# Volunteer Positions 2024-2025

## Receptions Coordinator (2)

**Summary:** The receptions coordinators are responsible for all portions of planning and executing receptions following each recital and each portion of the annual concert. This includes sign up sheets, recruitment, execution, planning, etc.

### **Duties/Requirement**

- Plan and execute simple refreshment following each recital (November and May) and each portion of the annual concert (March).
- Create sign up sheets and recruit families to bring refreshments
- Recruit and communicate with volunteers for set up/clean up
- Meet with ED and volunteer team 2 times a year via zoom

### **Qualifications**

- Good communication skills and organized
- Comfortable reaching out to other parents via email or phone to solicit help
- Able to make adjustments and adapt to changes
- Open to input and ideas from other volunteers and ISA families

**Term of Service:** Members commit to one year of service.

## Teacher Appreciation Volunteer (1)

**Summary:** The teacher appreciation volunteer is responsible for leading two initiatives to show support and appreciation for ISA faculty throughout the year. This includes all portions of planning and executing, including recruiting help from other parents.

### **Duties/Requirement**

- Plan and execute two initiatives to show appreciation to faculty
- Meet with ED and volunteer team 2 times a year via zoom

### **Qualifications**

- Good communication skills and organized
- Comfortable reaching out to other parents via email or phone to solicit help
- Able to make adjustments and adapt to changes
- Open to input and ideas from other volunteers and ISA families

**Term of Service:** Members commit to one year of service.

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