

# Northampton Parents Center Volunteer Opportunities 2011-2012

The Parents Center is a parent cooperative. We welcome your suggestions and your participation, your talents, creativity, energy, and enthusiasm! It takes many hands to make the Parents Center work. We welcome volunteers of all kinds. Below is a list of some of the ways you can help support the Center. Let us know if you have any questions or suggestions. Please check off any areas that interest you and return this form to Swansea.

Name \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Today's Date \_\_\_\_\_

\_\_\_ **Parent Advisory Committee (PAC).** The PAC is made up of 9-11 parent volunteers who all love the Parents Center and donate time to making it run. Meetings take place once a month and last about an hour and a half (child care is provided). Duties can include: policy, program, and budget decisions, become an officer and/or chair a committee or fundraiser or special event. We welcome you to join the PAC!

\_\_\_ **Site-works Helper**—help clean and improve the space, furniture, toys, etc.

\_\_\_ **Events Helper**—plan and organize special events, Family Fun Nights, workshops, field trips, etc.

\_\_\_ **Outreach Helper**—outreach to underserved families

\_\_\_ **Welcome Committee**—welcome new families to the Center, help them get oriented

\_\_\_ **Snacks/Baking/Cooking**—bring/bake a snack for our snack time or cook a meal for a family with a newborn

## Fundraising

\_\_\_ Appeal letter to businesses

\_\_\_ Special events

\_\_\_ Appeal letter to members and community families

\_\_\_ On-line sales

\_\_\_ Silent Auction/Raffle

\_\_\_ Annual Tag Sale

## Public Relations/Advertising/Data entry

\_\_\_ Website updates and additions

\_\_\_ Design/make flyers/posters for the Center and for fundraisers

\_\_\_ Hang flyers in doctor's offices, grocery stores, laundromats, schools, etc.

\_\_\_ Newsletter—submit a written piece or help with publication

\_\_\_ Update/add data in/to our files/ mailing list

\_\_\_ **Substitute Coordinator.** When the director is absent someone must volunteer to act in her place or the Center cannot open. Arrangements for a substitute(s) are typically made in advance, or in case of illness, you will be called by 7:30 a.m. on that day. Please circle days you are available.

Monday

Tuesday

Wednesday

Thursday

## Jobs During Center Hours

Please talk to Swansea to arrange when and how frequently you can help out.

\_\_\_ Arrive at 9 a.m. to help set up

\_\_\_ Bring in homemade play dough

\_\_\_ Stay past 11:30 a.m. to make sure all is clean

\_\_\_ Organize weekly arts and crafts

\_\_\_ Parenting Collection or Children's Librarian

\_\_\_ Lead Circle Time

\_\_\_ Help prepare or clean up snack

\_\_\_ Help clean rice/play-dough, etc.

**Other** ideas or skills you have to offer (please specify) \_\_\_\_\_

**Thank You!**