

# WEST FARGO PUBLIC SCHOOLS

## POSITION DESCRIPTION – VOLUNTEER POSITIONS

**Position Title:** PTA/PTO Volunteer  
**Department:** Elementary Schools  
**Reports To:** Elementary Principal  
**Date of last review:** November 1, 2018

### Duties:

- Work with parents and teachers on fundraising activities
- Help with school functions both during the school day and evenings
- Work at the School Store
- Distribute fundraiser goods to students and parents
- Take pictures of children for yearbook
- Organize and work at the book fair
- Serve breakfast with mom/dad
- Organize and work at the school carnival
- Organize and work at movie night

Risk Level: **Low**

### West Fargo Public Schools Policy on Volunteer Positions Risk Levels

Volunteer positions will be classified and background checked according to the degree of risk present.

**Low Risk:** Volunteer activity is performed entirely under direct supervision of district staff members and/or volunteer activity is not performed in the presence of students. No potential exists for volunteer to be alone with student(s) at any time.

...or...

Volunteer activity is performed under direct supervision of district staff members and/or volunteer has very limited contact or presence around students. Volunteer may interact with students individually or in a group setting, but always remains in line-of-sight proximity of district staff member(s).

**Moderate risk position:** Volunteer activity is performed in the presence of students and interacting with students, and there is some potential or opportunity for unsupervised contact with students. District staff are present at most of the time.

**High risk position:** Volunteer activity is performed primarily through interaction with students, and there is significant opportunity for unsupervised contact with students. OR volunteer works with a vulnerable student population (very young or students with disabilities) and volunteer has at least some potential for unsupervised contact with these students.