



# National PTA® Reflections

## Volunteer Job Descriptions



Assigning project leaders and dividing tasks will save time and energy. Use the suggested volunteer job descriptions below to help **recruit volunteers with specific skills/interests**. Remind volunteers they don't have to be on the committee to play an active role in the success of your PTA's Reflections program. Don't forget to publically recognize your volunteer team members for their dedication!

Use the following job descriptions to delegate roles and responsibilities.

### **Publicist**

The publicist communicates with teachers, student leaders, and community partners to promote Reflections participation and recognize student achievement.

### **Judging Coordinator**

The judging coordinator recruits judges, collects artwork, and facilitates the judging process.

### **Recognition Event Manager**

The recognition event manager produces an event to recognize student participation and achievement. This event may be an art exhibit, recital, awards ceremony, or a combination of each.

### **Computer Wiz**

The computer wiz organizes student entry information to prepare award announcements and certificates.

