



Here are some volunteer positions we are looking to fill.

Want to volunteer for something that's not on this list? Let us know!

Volunteer Roles	Description	Time Commitment
Parent Club Board Member	Attend monthly Board meetings and monthly Parents' club mtgs. Additional job functions according to position. Attend 1-2 meetings during Summer vacation	4-40 hrs/week as needed depending on role
New Family Welcome Program Coordinator	Coordinates New Family Orientation potluck and matches Ambassador families with new families.	Flexible – estimated 3-15 hrs in the beginning of the year, maintain as needed
New Family Ambassador	Outreach and support to assigned new OLPH family. Attends New Family Orientation and provides a dish for the potluck at the beginning of the school year.	Flexible – estimated 3-6 hrs in the beginning of the year, maintain as needed
Family Night Out Coordinator	Coordinate entertainment, food, guest RSVP and, volunteers chaperons for Family Night Out	5-20 hours total. Event is at the beginning of the school year.
Halloween Carnival Coordinator	Coordinate entertainment, food, decorations, volunteers for Halloween Carnival booths	5-20 hours total. Carnival is in October.
Veterans Day Prayer Service Coordinator	Advertise and invite active military & veterans organizations to the event. Set up donut & coffee reception after mass. Coordinate signing of thank you cards for all veterans in attendance.	Flexible – estimated 3-6 hrs, event takes place on or close to Veteran's Day.
Santa Sale Coordinator	Plan and run December Christmas gift shop (where kids can buy gifts for family and friends.) Preparation includes purchasing gifts for following year, scheduling each class' shopping time, and staffing the shop with volunteers.	Shop day is in early December. Preparation time flexible.
Mother Son Dance Chair	Plan and run Mother Son event.	5-20 hours total.
Mother Son Dance Committee Members	Plan and run Mother Son event. Duties as assigned by committee chair.	5-10 hours total.
Father Daughter Dance Chair	Plan and run Father Daughter dance.	5-20 hours total.

Father Daughter Dance Committee Members	Plan and run Father Daughter dance. Duties as assigned by committee chair.	5-10 hours total.
Parish Festival Coordinator	Coordinate carnival booths, live auction, booth decorations, volunteers for Parish Festival.	Flexible - estimated 10-40 hrs/ year
Parish Festival co-chair	Assist in coordinating carnival booths, live auction, booth decorations, volunteers for Parish Festival.	Flexible - estimated 10-40 hrs/ year
Golf Tournament Coordinator	Plan and run the Golf Tournament Fundraiser. Find venue, event sponsors, auction donations. Advertise event to the community.	Flexible - estimated 10-40 hrs
Golf Tournament Committee Member	Plan and run Golf Tournament Fundraiser. Duties as assigned by committee chair.	Flexible - estimated 10-20 hrs
Cougar Challenge / Fun Run Coordinator	Plan and run the Cougar Challenge fundraiser. Raise funds for, and help organize the days activities. .	Flexible - estimated 10-40 hrs
Cougar Challenge / Fun Run Subcommittee	Plan and run the Cougar Challenge Fundraiser. Duties as assigned by committee chair.	Flexible - estimated 10-20 hrs
Christmas Boutique Coordinator	Plan and run the Christmas Boutique which takes place in conjunction with the Knights of Columbus Pancake Fundraiser. Find vendors for the event, set up tables for the event.	Flexible - estimated 10-20 hrs. Event takes place in Early December
Dinner Dance & Auction Coordinator/ Co-chair	Plan and run the Dinner Dance & Auction Fundraiser. Find venue, catering, entertainment, event sponsors, live and silent auction donations. Advertise event to the community. Duties as assigned by committee chair.	Flexible - estimated 30-60 hrs, Event takes place in early May.
Dinner Dance & Auction Subcommittee	Plan and run the Dinner Dance & Auction Fundraiser. duties as assigned by the event chair.	Flexible - estimated 20-40 hrs, Event takes place in early May.
Dinner Night Out Coordinator	Set up fundraising monthly dinner night out with local restaurants. Promote and advertise event.	Flexible, approx. 2 hrs per month
Box Tops Collections Coordinator	Advertise monthly box top collection to classes, and mail in periodically for school reimbursement.	Flexible, approx. 4 hrs per month
Room Parent Coordinator	Coordinate room parent activities, plan the teacher appreciation lunch.	Flexible - estimated 20-40 hrs/ year.
General Workers	Help with set up / clean up and/ or other duties as assigned by the event coordinator.	2-5 hours total per event. (You may be a worker in as many events as you would like)