

THE PRINCETON GIRLCHOIR PARENT ASSOCIATION

VOLUNTEER HANDBOOK – Revised 2010

The Princeton Girlchoir's success is in large part due to the involvement of its parent volunteers, who show their commitment to the choir and its objectives by giving generously of their time and talents. Active parent participation ensures that the choir will function smoothly and effectively. Volunteering also affords you the opportunity to be involved in an important part of your daughter's musical life.

There are many ways in which parents can volunteer. The following job descriptions are intended to give you a better understanding of what each job entails and the time commitment it requires. Some jobs involve direct contact with choristers; others can be performed at home and are more administrative in nature. Some are leadership roles; others are working with a committee chairperson or coordinator. Some jobs will take just an hour or two once or twice over the course of the year; others require more time. We try to keep the demands on your schedule manageable by dividing volunteer jobs equitably among all families. Please use this handbook to help you decide how you would like to help out.

The Parent Volunteer Form for 2010-2011 is available online by clicking this link: <http://www.surveymonkey.com/s/56TC9ZK> . All volunteer efforts are coordinated by the choir and the Princeton Girlchoir Parents' Association.

Choir Manager - Oversee choir-related activities and collaborate with Volunteer Committee Co-chairs to ensure that the needs of the various choirs are met.

Social Event Committee - Assist with choir activities and projects, such as Fall and Winter retreats, holiday and end-of-year parties and possibly an additional activity at the discretion of the committee such as attending a concert or movie together, picnicking in a local park, roller skating, etc.

Rehearsal Chaperone - Attend all rehearsals and work with the choir director. Responsibilities include (1) arriving shortly before and staying a few minutes after the rehearsal to assist in setting up and putting away chairs as needed, (2) taking attendance, (3) distributing handouts and music, and (4) being available to assist choristers (e.g. attending to the child who becomes ill during a rehearsal or calling their parents) as needed.

Arrival/Dismissal Duty Coordinator - Create a parent arrival/dismissal duty schedule and make reminder phone calls to families to ensure adult supervision is outside the building during arrival and pick-up time.

Emergency Notification Committee - Contact chorister families when necessary to relay urgent information.

Music Coordinator - Collect music twice a year and contact family regarding missing music. Coordinate with office to get music filed in library and provide a list of lost or irreparably damaged music and the name of family responsible to replace.

Uniform Committee - Handle uniform fitting and used uniform sale, including ordering and distributing clothing and collection of loaned accessories. Assist with uniform inventory before scheduled fitting day.

Performance Coordinator - Attend every performance of your choir, schedule and assign chaperones, provide support to the director at performance locations, and monitor performers' activities.

Performance Chaperone - Monitor arrival and dismissal, chorister check-in, oversee choristers backstage and during a dress rehearsal and/or a performance.

Substitute Accompanist - Play piano should the accompanist be absent.

Publicity Coordinator - Work with the Executive Director and marketing committee to ensure the choir is fully covered in the media for concert advertising, chorister recruitment and other special events throughout the year.

School Liaison - Reach out to music personnel at area schools regarding upcoming auditions, concerts, workshops, and special events.

Write Press Releases and/or Media Contact - Work with marketing committee.

Distribute Concert Related Posters - Assist with distribution of posters at key locations in surrounding communities.

Choir Photographer - Take digital photos at choir events throughout the year, including orientation, performances and social activities. Many pictures are needed to record the 2010-2011 season.

Concert Program Ad Book Committee - Assist with ad sales, graphic design and production of concert program books.

Graphic Design Assistance - Create posters, flyers, newspaper ads and program covers.

Spring Benefit Committee - Participate in the many details of this important special fundraiser including graphic design, publicity, selecting a venue, ticket sales, etc.

McCaffrey's Receipt Collection/ShopRite & McCaffrey Scrip Distribution - Collect McCaffrey register receipts and distribute ShopRite gift cards and McCaffrey coupons at rehearsals.

Barnes and Noble Bookfair Committee - Promote fundraiser and help as needed on the day of the bookfair.

General Fundraising Helpers - Assist with additional various fundraising activities that may arise.

Orientation Help - Provide office assistance with organizational details before orientation day; assist with set-up, clean-up, help at choir tables, PGC Boutique, greet families.

Spring Audition Helper - Assist with set-up, welcome and check-in on audition date.

Visiting Choir Coordinator - Arrange housing and meals for visiting choirs.

Visiting Choir Committee - Assist coordinator.

Visiting Choir Host Family Interest - Provide lodging and some meals for visiting children – usually 1-2 nights for 2 or more children.

Office Help - Work in the PGC office a few hours weekly, bi-monthly or monthly.

Tour Committee - Assist Executive Director and Choir Director with the details involved in planning a choir trip (day, over-night, week-end or longer). Individual choir fundraising may be involved.

Tour Chaperone Interest - Accompany girls on trip, may need to pay own expenses.

Foreign Language - Assist with various translations or pronunciation help.