

Activities & Positions	Hours	Description	Assigned
PTO BOARD MEMBERS			
President	12	Chairs all PTO board & general meetings; attends/participates in fund-raisers & socials. Communicates with the Principal Pastor & parents. Receives a 1-year sabbatical from FSH responsibilities.	Juan Tuason
Vice President	12	Attends PTO board & general meetings, oversees all fund-raising committees & reports to the Board & President. Also is PTO Representative to the Diocese; attends PTO Diocesan & development meetings. Receives a 1-year sabbatical from FSH responsibilities.	Judy Williams
Ex-Officio	12		Yvonne McCool
Treasurer	12	Maintains records for all receipts and reports for budget purposes. Maintains budget for PTO; works with Fundraising chairpersons to monitor & provide accounting for all events. Writes check requests for all payments including food & supplies for the lunch program.	Jill Gatti
Financial Oversight	12		Charles McCoy
Secretary	12	Records & posts PTO Board meeting minutes & general meeting minutes. Responsible for PTO suggestion box, for PTO bulletin board & e-mail to the PTO. Sorts all daily correspondence; oversees monthly newsletter, thank-you cards, quarterly wish list & telephone directory.	Sheila Hearne
Room Parent Coordinator	12	Room Parent Coordinator & PTO liaison for all PTO issues and fund-raising efforts. Compiles room parent lists, assigns & notifies room parents & teachers, orients room parents, provides guidance & advice. Provides a monthly written report to the Executive Board. May attend Board meetings as desired or required.	Kathy Smith
Parent Volunteer Program Coordinator	12	Oversees annual Registration forms & Position Descriptions; makes all FSH position assignments. Coordinates staffing & recruiting efforts with PTO Board Members. Keeps FSH documents updated. Provides a monthly written report to Executive Board.	Nancy Wilson
Athletic Director	12		Craig Richardson
Blue Ribbon	12		Fran Keating/Justine Pope
Fellowship and Social	12		Patricia Lanas-Rivera/Alexis Beaver
Parent Liason	12		Kelley Myer
Spiritual Committee	12		Denise and Mike Kissinger/Bev Hoernig
PTO Communications & Publicity	12		Marcia O'Toole/Dick Willing
POSITIONS UNDER PTO AUSPICES			
Parent Volunteer Program Records Manager ±	12	Maintains records of family participation with the Fair Share Hours Program. Sends invoices, logs & enters hours contributed & forwards moneys to the PTO Treasurer. Computer skills are needed. May attend Board meetings as desired or required.	Bernadette Waugh
FUNDRAISING			
Advertising Committee		Fundraising allows the school extras that are not covered in the budget as well as with School Year 2007-2008 a portion of Fundraising will go directly to the Teacher Salary and Benefit Account to help keep Tuition increases to a minimum while providing better salaries for our Teachers. We need every family to participate in making these events happen as well as supporting the events by coming, donating and purchasing whenever possible. Sells advertising for special events including benefit and golf outing, Wednesday folder & yearbook.	
Hourly Workers (10 - 12) ±	12+	Makes calls for advertising. All hourly workers coordinate with one another.	
Database Coordinator ±	12	Maintains all contributions from donors on database. Follows up on donations received & payment of donations. Reports receipts of cash or merchandise to Database Coordinator & Chairperson.	

Sally Foster		Profits from gift wrap sales support the PTO Budget.	
Coordinator	12	Coordinates the Sally Foster program . Sends out order forms and sets goals per family; explains what the funds will be used for.	
Hourly Workers (3)	Hourly	Sort orders from order forms. When the orders arrive, sort by class and distribute to classrooms.	
Grocery Coordinator		School receives credit from all grocery sales at Giant, Safeway & Harris Teeter from families who sign up. Provide a form for all to participate.	
Coordinator	12	With Principal, coordinates ordering needs & contests to increase participation. Maintains a log of received rebates for each program.	
Fund Factory Coordinator ±	12	Sorts & mails printer cartridges & cell phones for school credit. Coordinates with the Principal to spend the credits.	
Scrip Program		Our goal is to sell Grocery scrip outside the church at least one time per month, and at the school office on a daily basis. The school makes between 5 to 16% on these sales. If all families purchased their grocery scrip from us we could make well over \$5,000.	
Hourly Workers (6-8)	Hourly	Many volunteers will be needed to (1) Sell scrip after masses on a monthly basis, (2) Compile the orders, (3) Sort orders when received, (4) Distribute the monthly order.	
Benefit		The PTO has one major fund-raising event each year. The bulk of the PTO budget is raised with this event. It may be a pledge drive, auction or benefit event for the entire parish. Committees needed for this event: Advertising, Tickets, Publicity, Program Book, Food/Set Up, Clean-Up, Decorations.	
Chairperson	12	Coordinates all aspects (food, equipment, decorations set up and clean up) of this event. Works with Fundraising Chairperson to ensure goals are met. Coordinates with Auction Committee.	
Co-Chairperson	12	Assists the Chairperson with all of her/his duties. Coordinates workers needed for this committee. Ideally this would be two-year commitment.	
Committee Chairperson (7 positions)	12	Advertising, Tickets, Publicity, Program Book, Food/Set Up, Clean-Up, Decorations.	
Hourly Workers ±	Hourly	Assist on committees for serving, operating games, set up, clean up. Place phone calls for workers & help plan tasks.	
Auctioneer	Hourly	Holds the "live auction" portion of the event.	
Set Up (8 to 10 people)	Hourly	Set up tables and decorate for the event. Set up Silent Auction items.	
Set Up (8 to 10 people)	Hourly		
Decorations Committee (8-10 positions)	Hourly	Set Up and Clean Up, store all decorations for future use.	
Clean Up (8-10 positions)	Hourly	Take down tables, chairs and equipment.	
Golf Outing		This event has become an excellent fund-raiser. It is open to all golfers & duffers alike. The event includes food & beverage, great golf, a chance to play on a local golf course, & to relax & socialize with school & parish members.	
Coordinator ± (2 positions)	12	Organizes the event	
Advertising Procurement (4-5 positions)	Hourly	Procure advertisements to support the event.	
Golf Outing Helpers ± (4-5 positions)	Hourly		
Day of Event Helpers (3-4 positions)	Hourly		
ADMINISTRATIVE			
Office Help (1-3 people)	Hourly		
It's Academic Coordinator ±	12	Coordinates the program with the Principal.	
It's Academic Assistant Coordinator ±	12	3 Positions per 6th, 7th & 8th Grade. Assists the Coordinator	
It's Academic Hourly Workers §	Hourly	Serve as moderators & keep track of buzzers & question books.	
Lunch Service Coordinator	12	Schedules lunch servers for grades 1 through 8 on a monthly basis. Lunch service is one hour 2x week. Scheduling of hours can be done at home.	

		Through parish organizations, the school & students can become involved in a variety of programs to benefit the community. Currently, each class makes & delivers lunches to Christ House in Alexandria. Our Student Council collects food for SHARE, diapers etc. for charity & shoes for the South American orphanage.	
SPIRITUAL ENRICHMENT			
St. John Junior Youth Group		The Junior Youth Group was founded to provide an opportunity for our youths to demonstrate their religious values, interact with clergy in an informal environment, contribute to the community through service projects & support a variety of church functions. This program sponsors monthly events such as: Adopt a Grandparent/ Visiting Powhatan Nursing Home; cooking dinners for the Ronald McDonald House residents; Youths For Hire (provide assistance to St John's senior citizens); March For Life (serve dinners to visiting students); Field Trips to the Religious Sites; Christmas Bazaar; Mardi Gras Dinner/Mother's Group; Junior High Ski Trip.	
Coordinator (1 person 12 hours) §	12	Parent(s) arrange & organize the different activities (usually 12 events. Prepare the necessary paperwork for these activities, i.e. sign-up sheets & emergency information for each participant.	
Assistant Coordinator (3 positions per grade) §	12	6th, 7th & 8th grades.	
Helpers	Hourly	Helps with chaperoning & transportation.	
Feast Day Celebrations (4 -8 positions)	Hourly	Helps the children celebrate feast days for St. John, St. Patrick, St. Joseph and the Annunciation. Serves special snacks as directed by the PTO.	
Christmas Caroling		Each year we gather together a group of carolers who visit the infirm of our parish.	
Coordinator ± Δ	12	Coordinates with the parish & the families & sets the visiting schedule. Publicizes this event & recruits carolers. Determines caroling route & plans small reception following the caroling.	
SCHOOL SOCIAL EVENTS			
Ice Cream Social		This event follows the 12:30 PM mass on the final Sunday prior to the beginning of school. This social allows old & new families of St. John School to get acquainted. The school classrooms are open as well. Work includes acquiring the ice cream and refreshments, set-up and clean up.	
Coordinator ± §	12	Organizes parents to set up, serve and clean up. Gets all supplies.	
Helpers (3 positions) ± §	Hourly	Volunteer for set up, serving or clean up.	
Hall Monitors (2 positions) ± §	Hourly	Supervise the hall ways so Ice Cream stays in the cafeteria.	
Family Bingo		Family Bingo Night will be scheduled on a Friday evening. It is great fun for the young & not so young of the parish. Prizes and pizza provided.	
Coordinator ± § Δ	12	Organizes this event, including supervision of volunteers, publicity, prize procurement, food & beverage arrangements, set up & clean up.	
Helpers (4-5 positions) ± §	Hourly	Volunteer for set up, serving or clean up.	
Hall Monitors (2 positions) ± §	Hourly	Supervise the hall ways so kids stay in the school.	
Catholic Schools Week		A "Family Fun Dance" for school children in the parish, an "Open House" for prospective students, a teachers luncheon and a parents day with a special lunch all occur this week. Many volunteers are needed to help with these various activities.	
Helpers (many positions)	Hourly	Assist with supervision, set up & clean up at the Family Fun Dance; supervise students during teachers luncheon	

Family Fun Dance			
Coordinator Δ	12	Organizes this event, including supervision of volunteers, publicity, coordinate set up and clean up. Arranges food, beverages and D.J.	
Helpers (6 positions) \pm \S	Hourly	Assist with set up and clean up.	
Hall Monitors (2 positions) \pm \S	Hourly	Ensures kids are safe, and remain in the building during the event.	
Hospitality Volunteers		Serve donuts in the parish hall on the 4th Sunday of the month following the 9:00 am and 10:45am masses.	
Preparers (15 positions)	Hourly	Prepare/bring in refreshments as needed.	
Servers (36 positions - 4 per month)	2	Serve donuts on the last Sunday of the month starting Aug. 2005- Aug. 2006. Each volunteer can sign up for two months of service, please note months/dates preferred. 2 volunteers for 9:00 am Mass set up & serve. 2 volunteers for 10:45 am Mass serve & clean up.	
Staff/Teacher Appreciation		Each year the PTO hosts a few special luncheons (August, December, January) for the teachers & staff & organizes special acknowledgments to show our appreciation for their commitment to St. John School & our children.	
Coordinator	15	Organizes events & supervises committee volunteers throughout the year.	
Hourly Workers (1-2 positions)	Hourly	Perform tasks deemed necessary by the Coordinator.	
PTO NEWSLETTER EDITOR \pm Δ	12	Assists & supervises newsletter writers. Plans & organizes articles to produce a monthly newsletter on the 15 th of every month. Reports to the Executive Board Secretary.	
PUBLICITY EDITOR \pm	12	Assists the Principal, PTO President & the Pastor in providing information on current happenings in the school & of graduates for local papers, Arlington Herald & the weekly church bulletin.	
WEB SITE COORDINATOR \pm	12	Maintains the PTO website; updates newsletter, by-laws, calendar, sponsors, & any information as needed by the PTO Executive Board.	
YEARBOOK HELPERS	12	Volunteers to help with the layouts & work with the children to put the yearbook together.	
MAINTENANCE	Hourly	Let us know your maintenance expertise & we will let you know what needs to be done. You can work out the schedule with the Principal.	
SUMMER PAINTERS/HANDY PEOPLE	Hourly	If you enjoy painting and other fix up things around the school - we could use your services. You can pretty much make up your own schedule during the summer. Let us know your expertise and we will put you to work!	
BULLETIN BOARD HELPERS (2-3 Positions) \pm	Hourly	Each month or so a teacher has an extra bulletin board to maintain. Someone to take control of these boards for the teachers, we can arrange a schedule for you.	
PLAYGROUND SCHEDULER \pm	12	Develops the monthly schedule of volunteers, distributes & posts on the PTO bulletin board. Contacts & schedules substitute help when needed.	
Playground Monitors (2 people per day)	Hourly	Help supervise the lunch time recess (11:50 am to 12:45pm) Monday through Friday. During inclement weather, recess takes place in the gym. Please indicate specific day to work on the registration form. If you can serve as a substitute from time to time, please state so on the registration form.	
UNIFORM EXCHANGE/LOST & FOUND COORDINATOR	12+	Sorts & organizes donated uniforms. Cleans out unclaimed items from lost & found on quarterly basis. Makes uniforms available in the Spring and Fall at school. Contact this person to get uniforms as needed.	
MORNING HALL MONITOR SCHEDULER \pm	12	Develops the monthly schedule of volunteers, distributes & posts on the PTO bulletin board.	
Morning Hall Monitors	Hourly	Monitors are needed in the morning (8:00 am to 8:20 am) to help direct students to their classroom as they enter the school building. 1 position daily @ .5 hours, sign up for a week and receive 3 hours. Please indicate specific day of week and/or the specific week you can work on the registration form. If you can serve as a substitute from time to time, please state so on the registration form.	
THRIFT SHOP HELPER \pm	Hourly		

CLASSROOM VOLUNTEER POSITIONS §		
Pre-Kindergarten		
Room Parent (2 Positions) §	12	Aides the teacher with minor classroom events, plans parties, teacher appreciation. Each position is given maximum fair share hours for the year. Please work together to ensure that the workload is evenly shared.
Classroom Helper §	Hourly	Helps in the classroom when teacher or assistant have to be out of the classroom.
Special Events Helper §	Hourly	As needed.
Field Trip Helper §	Hourly	As needed.
Art Class Parent §	Hourly	One time per month.
Parent Reader §	Hourly	As needed.
At Home Class Preparation Work ±	Hourly	As needed.
Morning Recess Monitor §	Hourly	Daily from 10:00 to 10:30 am
Kindergarten through 4th Grade		
Room Parent (2 Positions) §	12	Aides the teacher with minor classroom events, plans parties, teacher appreciation. Each position is given maximum fair share hours for the year. Please work together to ensure that the workload is evenly shared. Don't sign up for this if you can't give the necessary time.
Classroom Helper §	Hourly	Substitutes for teacher or assistant.
Special Events Helper §	Hourly	As needed.
Field Trip Helper §	Hourly	As needed.
Art Class Parent §	Hourly	One time per month.
Parent Reader §	Hourly	As needed.
At Home Class Preparation Work ±	Hourly	As needed.
Library Parent §	Hourly	Library Day -- Shelves books, assists with check-out, helps with library projects & student research.
Morning Recess Monitor §	Hourly	Daily from 10:00 to 10:30 am
First Grade Extra Needs		
Room Parent (2 Positions) §	12	Aides the teacher with minor classroom events, plans parties, teacher appreciation. Each position is given maximum fair share hours for the year. Please work together to ensure that the workload is evenly shared. Don't sign up for this if you can't give the necessary time.
Classroom Helper §	Hourly	Substitutes for teacher or assistant.
Special Events Helper §	Hourly	As needed.
Field Trip Helper §	Hourly	As needed.
Art Class Parent §	Hourly	One time per month.
Parent Reader §	Hourly	As needed.
At Home Class Preparation Work ±	Hourly	As needed.
Library Parent §	Hourly	Library Day -- Shelves books, assists with check-out, helps with library projects & student research.
Morning Recess Monitor §	Hourly	Daily from
Physical Education Aide (1position)	Hourly	One time per week. Tuesdays and Thursdays.
Class Bulletin Board ±	Hourly	As needed.
Communion Reception Coordinator ±	12	Coordinates First Penance & Communion activities, including coordinating workers needed to help with set-up for First Penance & First Communion preparation & actual event. Coordinates refreshments.

Second Grade Extra Needs		
Room Parent (2 Positions) §	12	Aides the teacher with minor classroom events, plans parties, teacher appreciation. Each position is given maximum fair share hours for the year. Please work together to ensure that the workload is evenly shared. Don't sign up for this if you can't give the necessary time.
Classroom Helpers §	Hourly	Help with classroom parties/food prep/crafts/activities/music/special talents.
Halloween (5 - 6 positions)	Hourly	Late October.
Chinese New Year (5-6 positions)	Hourly	Around January 24.
Valentine's Day (5-6 positions)	Hourly	Around February 14.
Lenten Butterflies (3-4 positions)	Hourly	March or April.
Mexican Fiesta (5-6 positions)	Hourly	Late May or Early June.
Science Lab Aide (1-2 positions) §	Hourly	Thursdays.
Class Bulletin Board (1-2 positions) ±	Hourly	As needed.
Reconciliation Day Preparation (1-2 positions) §	Hourly	December or January.
First Holy Communion		
Luncheon Preparation (5-8 positions)	Hourly	May -- prepare food and decorations.
Preparation Day (5-8 positions)	Hourly	May.
Third Grade Extra Needs		
Room Parent (2 Positions) §	12	Aides the teacher with minor classroom events, plans parties, teacher appreciation. Each position is given maximum fair share hours for the year. Please work together to ensure that the workload is evenly shared. Don't sign up for this if you can't give the necessary time.
Mystery Reader (36 positions)	Hourly	Thursdays @ 2:00 pm.
Reading Auction Helper (5 positions)	Hourly	Late May.
Bible Day Helper (8 positions)	Hourly	To be scheduled.
Library Helper	Hourly	Library Day -- Shelves books, assists with check-out, helps with library projects & student research.
Fourth Grade Extra Needs		
Room Parent (2 Positions) §	12	Aides the teacher with minor classroom events, plans parties, teacher appreciation. Each position is given maximum fair share hours for the year. Please work together to ensure that the workload is evenly shared. Don't sign up for this if you can't give the necessary time.
Front Bulletin Board (2 positions)	Hourly	Two times per week.
Library Helper	Hourly	Library Day -- Shelves books, assists with check-out, helps with library projects & student research.
5th Grade through 8th Grade		
Fifth Grade Extra Needs		
Room Parent (2 Positions) §	12	Aides the teacher with minor classroom events, plans parties, teacher appreciation. Each position is given maximum fair share hours for the year. Please work together to ensure that the workload is evenly shared. Don't sign up for this if you can't give the necessary time.
Front Bulletin Board (2 positions)	Hourly	Two times per week.
Library Helper	Hourly	Library Day -- Shelves books, assists with check-out, helps with library projects & student research.

Sixth Grade Extra Needs		
Room Parent (2 Positions 6-7) §	12	Aides the teacher with minor classroom events, plans parties, teacher appreciation. Each position is given maximum fair share hours for the year. Please work together to ensure that the workload is evenly shared. Don't sign up for this if you can't give the necessary time.
Library Helper	Hourly	Library Day -- Shelves books, assists with check-out, helps with library projects & student research.
Graduation Reception Helpers ±	Hourly	As needed.
It's Academic team (Multiple positions)	Hourly	Develop the It's Academic team.
Seventh Grade Extra Needs		
Room Parent (2 Positions 6-7) §	12	Aides the teacher with minor classroom events, plans parties, teacher appreciation. Each position is given maximum fair share hours for the year. Please work together to ensure that the workload is evenly shared. Don't sign up for this if you can't give the necessary time.
It's Academic team (Multiple positions)	Hourly	Develop the It's Academic team.
Career in Mathematics Unit (Multiple positions)	Hourly	
Confirmation Reception Helpers ±	Hourly	As needed.
Helpers for Eighth Grade Luncheon ±	Hourly	As needed.
Eighth Grade Extra Needs		
Room Parent (2 Positions 8th Grade) §	12	Aides the teacher with minor classroom events, plans parties, teacher appreciation. Each position is given maximum fair share hours for the year. Please work together to ensure that the workload is evenly shared. Don't sign up for this if you can't give the necessary time.
It's Academic team (Multiple positions)	Hourly	Develop the It's Academic team.
Confirmation Helpers (6-7 positions) ±	Hourly	As needed.
Memory Book Helpers (5-6 positions) ±	Hourly	As needed.
Student Council Helpers (2-3 positons)	Hourly	As needed.
Shakespeare Play Helpers (5-6 positons)	Hourly	As needed.
NewsPaper §	12	
Parent Sharing Activities (related to the curriculum)	Hourly	Parents visit the classroom & share their knowledge on such topics as Mexico/Hispanic-American Culture, Native Americans, Canada, Weather, Animals in their Environments, Writers, & Poetry.
The Elizabeth Program ±	Hourly	The Elizabeth Program is an enrichment Art program in memory of Elizabeth Warchot. We are looking for artistic parents, relatives or friends that can share their special talent with the children. Contact the Art teacher directly.
Library Volunteer Coordinator ±	12	The Coordinator contacts all Library parents, orients them, creates monthly schedule & assists in organizing Book Fair Volunteers.
Library Parent §	Hourly	Library Day -- Shelves books, assists with check-out, helps with library projects & student research.

Book Fair Volunteers (16 positions) §	Hourly	As scheduled during the annual Book Fair.	
Used Book Sale §		Clean out your closets. We will sell old books, videos & software in useable condition with profits going to our library. We plan to hold the sale during a parish function at a date to be determined, probably the Christmas Bazaar.	
Coordinator ± §	Hourly	Coordinator contacts all Used Book Sale parents, orients them, & sets a schedule to cover the event.	
Helpers (2 positions)	Hourly	As scheduled.	
SCIENCE			
Science Fair Helpers ± §	Hourly		
Science Fair Judges	Hourly	Have a Science Background? Help the Science Program at SJCS & become a judge for the Annual Science Contest. This is usually in late January.	
Assist students w/Set Up (4 positions)	Hourly		
Assist with Clean Up (4 positions)	Hourly		
Make Refreshments (4-5 positions)	Hourly		
Bulletin Board Helpers (2-3 Positions) ±	Hourly	Bi-monthly.	
Science Shopper		Helps SJCS's Science program by purchasing the required items for K-8 class experiments. Saves receipts for reimbursement.	
SPANISH			
Classroom Helpers (6-8 positions) §	Hourly	Hispanic parents to speak about home countries, or to bring in a typical food dish to share with the students, or native clothing, etc. 20 minutes per class period.	
PHYSICAL EDUCATION			
Weekly Helpers K - 4th Grade (1 position) §	Hourly	Assists with P.E.	
Presidential Testing Helpers (3-4 positions) §	Hourly	As scheduled.	
Jump Rope for Hearts (3-4 positions) §	Hourly	As scheduled.	
Field Day Helpers (20 positions) §	Hourly	June	
COMPUTER			
Week prior to school reopening (2 positions)	Hourly	Reassemble all the school computers (approx. 50 computers)	
Weekly Helpers K – 2 nd Grade (3 positions)	Hourly	Assist with computer	
CYO EVENTS		Hours are to be reported on monthly calendars. Maximum hourly credit is 12.	
Cheerleading Parent §	12	One parent is needed to monitor the cheerleaders as they practice & when they are cheering at the various games. The girls practice at least 2 hours per week & the games are as scheduled.	
CYO SPORTS			
General Sports			
CYO Sports Director	12	The Director reports to the Pastor. Assumes duties for a year. Attends all meetings of diocesan CYO Sports Directors. Informs the school & parish of available sports programs through the CYO program.	
Assistant Sports Director	12	Two-year commitment. Serves as CYO Sports Director in the second year. Schedules all sports requiring use of the school facilities & provides this information to the School's main office.	
Tennis		Organization begins in March with registration & scheduling for the fall season, & mid-August through the end of November for match play. The CYO Tennis season runs from September-November. The program is open to boys and girls in grades K-8.	

NVJCYO Tennis Commissioner	12	The Commissioner reports to the CYO Sports Director. Assumes duties for a year. Coordinates the Fall tennis program at the CYO level, serves as contact for all school coordinators, & liaison between the CYO and the USTA. Organizes all match & tournament play.	
Assistant Commissioner	12	Two-year commitment. Serves as NVJCYO Tennis Commissioner in the second year.	
Tennis Coordinator	12	The Coordinator reports to the CYO Director. Assumes duties for a year. Coordinates the fall tennis program at St. John's. Informs the school and parish of the program, coordinates registration, coaches and equipment.	
Assistant Coordinator	12	Two-year commitment. Serves as Tennis Coordinator in the second year.	
Tennis Coaches (12 positions) §	12	Coach the teams, determine the practice schedules & supervise matches. Some administrative requirements from April - December.	
Assistant Coaches (12 positions) §	12	Assist coaches with duties.	
Tennis Team Managers (4 positions) ±	12	Assist the Coaches of competitive level teams (grades 4-8) in confirming player availability for matches; provide the Principal with match results for publication in the Wednesday newsletter. Some administrative requirements from April-December.	
Basketball		The CYO Basketball season runs from November-March. The CYO Basketball Program is open to boys and girls in grades 4-8.	
Basketball Coordinator	12	Reports to the CYO Director. Assumes duties for a year. Coordinates the winter basketball program at St. John's. Informs the school & parish of the program, coordinates registration, coaches & equipment.	
Assistant Coordinator	12	Two-year commitment. Serves as Basketball Coordinator in the second year.	
Basketball Coaches (10 positions) §	12	Coach the teams, determine the practice schedules & supervise matches. Some administrative requirements from April - December.	
Assistant Coaches (10 positions) §	12	Assist coaches with duties.	
Baseball		The CYO Baseball/Softball season runs from April-May. The CYO Baseball/Softball Program is open to boys and girls in grades 4-8.	
Baseball Coordinator	12	The Coordinator reports to the CYO Director. Assumes duties for a year. Coordinates the spring baseball/softball program at St. John's. Informs the school & parish of the program, coordinates registration, coaches & equipment.	
Assistant Coordinator	12	Two-year commitment. Serves as Baseball Coordinator in the second year.	
Baseball Coaches (10 positions) §	12	Coach the teams, determine practice schedules & supervise games. Some administrative requirements from December-April.	
Assistant Coaches (10 positions) §	12	Assist coaches with duties.	
Baseball Team Managers ±	12	Assist the Coach in confirming player availability for games, provide the Principal with game results for publication in the Wednesday newsletter. Some administrative requirements from December-April.	
Track		The CYO Track Program is open to boys and girls in grades 3-8. The season runs from September - October.	
Track Coordinator	12	Coordinator reports to the CYO Director. Assumes duties for a year. Coordinates the fall track program at St. John's. Informs the school & parish of the program. Coordinates registration, coaches & equipment.	
Assistant Coordinator	12	Two-year commitment. Serves as Track Coordinator in the second year.	
Track Coaches (2-3 positions) §	12	Determine practice schedules & supervise meets. Some administrative requirements from April-December	
Assistant Coaches (2-3 positions) §	12	Assist coaches with duties.	
SCOUTING		Scouting is back at SJCS! Families will be allowed to credit a maximum of 12 hours toward their FSHP commitment for the Scouting descriptions. There will be no monthly reporting of these hours.	
Cub Master - Pack 645	12		
Committee Chairperson	12		
Den Leader (1 per Grade)	12		
Assistant Den Leaders	12		

Parent Volunteers	Hourly to 12		
Daisy Girl Scouting - Kindergarten			
Leader	12	One leader for every 5 girls, or one leader & one assistant. Accreditation from GSCNC required for leadership.	
Parent volunteers	Hourly		
Brownie Girl Scouts - Grades 1-3			
Leader	12	One leader for every 6 girls--no more than 12 girls in each troop (either 2 co-leaders or 1 leader and 1 assistant). Accreditation from GSCNC is required for leadership.	
Cookie Chairperson for each troop	Hourly		
Share Chairperson for each group	Hourly		
Activity Chairperson for each group	Hourly		
Parent Volunteers	Hourly		
Junior Girl Scouts - Grades 4-6			
Leader	12	One leader for every 6 girls--no more than 12 girls in each troop (either 2 co-leaders or 1 leader and 1 assistant). Accreditation from GSCNC required for leadership.	Schmid
Cookie Chairperson for each troop	Hourly		
Share Chairperson for each group	Hourly		
Activity Chairperson for each group	Hourly		
Parent Volunteers	Hourly		
Cadette Girl Scouts - Grades 7-8			
Leader	12	One leader for every 6 girls--no more than 12 girls in each troop (either 2 co-leaders or 1 leader and 1 assistant). Accreditation from GSCNC required for leadership.	
Cookie Chairperson for each troop	Hourly		
Share Chairperson for each group	Hourly		
Activity Chairperson for each group	Hourly		
Parent Volunteers	Hourly		