



St. Anthony of Padua
CATHOLIC SCHOOL
Nurturing Souls. Enriching Minds.

This is a general description of Paduan Parent leadership positions and Paduan Points opportunities for our school community.

PADUAN PARENT CHAMPION & ROOM PARENT DESCRIPTIONS – 2023-2024

Room Parents Job Description	
<ul style="list-style-type: none"> Assist classroom teachers with activities and parental support as needed. Each classroom teacher will determine the use of volunteers in the classroom for various activities. Communicate at least monthly with classroom parents regarding upcoming classroom and schoolwide events and volunteer opportunities. Copy appropriate staff on ALL emails sent to your classroom parents/guardians. Promote the school's goal for volunteerism by inviting and welcoming parent participation. Share your positive spirit with parents/guardians and volunteers. Extend thanks to those share their time, talent, and treasure with our school. Coordinate social opportunities for parents in your grade level. Support the school's fundraising opportunities. Collaborate on Class Project creation for Auction Gala (more details TBD). Grade-specific activity and program support. Grade-level service project assistance and implementation. Receive guidance from the Advancement Office. NOTES: Two (2) Room Parents are assigned per classroom or homeroom in grades Pre-K3 through 8th Grade. Room Parent assignments are not made until after the start of the school year due to classroom assignments being finalized. 	
Paduan Parent Champions	Responsibilities
Paduan Parent Champion positions are lead volunteer roles for specific events throughout the school year. Many of these positions can be shared or "co-championed" with another volunteer. If you have any questions about these roles, please contact advancement@ap.school .	
Rosary Group (English) (20 points) – Year-long	<ul style="list-style-type: none"> Schedule Rosary times with the Parish Attend (or schedule a representative to attend) weekly Rosaries
Rosary Group (Spanish) (20 points) – Year-long	<ul style="list-style-type: none"> Schedule Rosary times with the Parish Attend (or schedule a representative to attend) weekly Rosaries
Library Champion (20 points) – Year-long	<ul style="list-style-type: none"> Work with our Librarian, Mrs. Morgan to help coordinate volunteers and provide additional support in the library
Spirit Nights (20 points) – Year-long	<ul style="list-style-type: none"> Schedule monthly spirit nights Provide any flyers necessary to Advancement Office
Used Uniforms (20 points) – Year-long	<ul style="list-style-type: none"> Ensure proper logo/branding of all uniforms. Dispose of anything old or in poor condition. Separate pieces by size and grade-level appropriateness Keep things neat.
Homecoming (20 points) – Week of Sept. 25-29	<ul style="list-style-type: none"> Work with Advancement and Athletics (Mrs. Koett) to determine activities, theme, and volunteer needs Assist with arranging Food Truck Vendors Create Sign-up Genius for volunteer needs Assist with set-up & tear-down
Mother/Son Dance (10 points) – Sept. 30, 2023	<ul style="list-style-type: none"> Help to coordinate event and theme with Event Coordinator & Advancement Pick-up any food or supplies needed. Help with set-up and clean-up of event
Conferences Day (5 points) – Oct. 5, 2023	<ul style="list-style-type: none"> Work with Advancement Office to choose & order catering for staff Create Sign-up Genius for any donated items Coordinate delivery and/or set-up

Paduan Parent Champions (continued)	Responsibilities
Early Childhood Pumpkin Day – Fall 2023	<ul style="list-style-type: none"> ○ Help to coordinate activities and supplies with Early Childhood faculty and work with Early Childhood Room Parents ○ Create Sign-up Genius to coordinate volunteers ○ Help with set-up and clean-up of event
All Saints STREAM Day – Nov. 1, 2023	<ul style="list-style-type: none"> ○ Work with the Faith Alive PLC (Mrs. Tucker & Mrs. Martin) to plan events/secure vendors for All Saints STREAM Day ○ Create Sign Up Genius link for volunteer needs ○ Assist with All Saints STREAM campus activities
Grandparents Day (20 points) – Nov. 17, 2023	<ul style="list-style-type: none"> ○ Work with Advancement Office to research and arrange catering options ○ Assist with timeline creation and activity planning ○ Assist with set-up and clean-up (Day/Night before) ○ Create Sign-up Genius to organize volunteers
Community Helper & Career Day (10 points) TBD	<ul style="list-style-type: none"> ○ Work with Ms. Garfield to plan events/secure vendors for Community Helper & Career Day ○ Create Sign Up Genius link for volunteer needs ○ Assist with Community Helper & Career Day campus activities
Father/Daughter Dance (10 points) – Jan. 27, 2024	<ul style="list-style-type: none"> ○ Help to coordinate event and theme with Event Coordinator & Advancement ○ Pick-up any food or supplies needed. ○ Help with set-up and clean-up of event
National Catholic Schools Week (10 points) Jan. 28-Feb. 3	<ul style="list-style-type: none"> ○ Work with the Faith Alive PLC (Mrs. Tucker & Mrs. Martin) to plan events for NCSW ○ Create Sign Up Genius link for NCSW volunteer needs ○ Assist with NCSW campus activities
Pastries with Parents (10 points) – Feb. 2, 2024	<ul style="list-style-type: none"> ○ Work with Advancement Office to schedule NJHS and Student Council members to serve ○ Ensure supply of plates, napkins, milk cups for service ○ Ensure supply of coffee cups/condiments for service ○ Order & Deliver donuts/milk
Steps for Students Champion (20 points) – Feb. 10, 2024	<ul style="list-style-type: none"> ○ Work with Advancement Office to attend informational meeting as scheduled by the Archdiocese ○ Identify ways to promote participation with the Advancement office. ○ Work with the Knights of Columbus to coordinate & set-up tent
Family Movie Night (10 points) – Feb. 24, 2024	<ul style="list-style-type: none"> ○ Work with Advancement Office to pick movie and secure vendor. ○ Create Sign-up Genius for volunteer needs ○ Assist with concession sales and/or food truck arrangements. ○ Assist with set-up and tear-down.
Fish Fry/Bake Sale (20 points) – Feb. 16, 2024	<ul style="list-style-type: none"> ○ Create a Sign-Up Genius link for volunteers/donations including: <ul style="list-style-type: none"> * Middle School students to sell baked goods & work with the Knights * Parents to donate baked goods to be sold * Manage volunteers at the Fish Fry/Bake Sale * Manage sales & deposit bake sale funds
Theater Champion (10 points) – Spring 2024	<ul style="list-style-type: none"> ○ Work with our Theater teacher, Mrs. McDowell to help coordinate volunteers, assist with sets, and provide additional support for the middle school theater production. Theater production takes place April 12, 2024.
Healthy Dolphin Day (20 points) – April 19, 2024	<ul style="list-style-type: none"> ○ Work with the PACE Team (Mrs. Garfield) to plan events/secure vendors for Healthy Dolphin Day ○ Create Sign Up Genius link for Healthy Dolphin Day volunteer needs ○ Assist with Healthy Dolphin Day campus activities
Teacher Appreciation Week (20 points) – May 6-10, 2024	<ul style="list-style-type: none"> ○ Work with Advancement Office to plan Teacher Appreciation Week ○ Create Sign Up Genius for Appreciation Week volunteer needs ○ Assist with Appreciation Week campus activities
Fun Field Day (20 points)	<ul style="list-style-type: none"> ○ Work with the Auxiliary Programs PLC (Mr. Wetzel & Mrs. Koett) to plan events/secure vendors for Fun Field Day ○ Create Sign Up Genius link for Fun Field Day volunteer needs ○ Assist with Fun Field Day campus activities