

# Job Description



## *Coordinator: Family Service Program*

Distributes annual registration forms for the Family Service Program (“FSP”). Maintains active list of FSP volunteers and forwards these names to the appropriate committee chairs and activity coordinators. Acts as a liaison between PTO board and school staff for activities needing volunteer assistance. Attendance at monthly PTO meetings desirable. Through our webmaster, keeps our website updated with FSP news. Receives and records all service hours and sends quarterly updates to families. Sends invoices at year-end to all families who did not complete their service hours. Tracks payments received for service hours and interfaces with PTO Treasurer to deposit and reconcile payments.