



**CENTENNIAL MIDDLE SCHOOL
PARENT SUPPORT ORGANIZATION
We Help Grow Kids**

**Program/ Event Staffing
Volunteer**



Essential Duties

- Greeter:
 - Greet and welcome all attendees and direct to the program/event location.
 - Hand out program or flier as applicable.
 - Notify attendees of the info table with additional information about the CMS PSO.
- Information/coordination:
 - Assist with preparation of space for program/event.
 - Coordinate between Board and location staff to ensure the space is open, the audio/visual needs are met, and the space is ready at the time of attendee arrival.
 - Assist in answering attendee questions.
 - Assist with any applicable program/event clean-up.
- Program/Event specific duties:
 - Will be established for each program/event and communicated to volunteers.



Average Hours

- Each CMS PSO program/event lasts from 2-4 hours including set up and take down.
- Some volunteer duties may require the amount of time listed, some may require being present for a portion of the scheduled program/event.
- Volunteers may fill different roles during a program/event.



Time Span

- This role is established by program/event with a minimum of 2 volunteers per event as available.
- Each program/event will have a corresponding sign up.
- Volunteers may sign up for multiple programs/events.