

8/29/13

IH PTSA Volunteer Opportunities:

Mock SAT/ACT Coordinator- (please contact [Tricia Jerue](#) if you are interested)

This person will be responsible for scheduling 3 mock tests and 2 feedback sessions with a Kaplan representative and IHS facilities coordinator. Other duties include:

- routing updated registration information to the IH PTSA webmaster and newsletter chair.
- provide registered students test details, 2 weeks prior to exams.
- coordinate volunteer activities for each day of the exams: 4 volunteer test proctors and one person to sign in students and proctors.
- be present at feedback sessions with Kaplan representative.
- email student participants when the test results are available to be picked up at their Counselor's office.

IH PTSA Facebook Page Manager- (Please contact [Sandi Lum](#) if you are interested)

- Person will be responsible for creating and maintaining IH PTSA Facebook page. Update weekly or as needed. Post IH PTSA events, news, photos. Work closely with VP Communications.