



**THE FRIENDS OF FRAYNE**  
SUPPORTING THE STUDENTS, PARENTS, TEACHERS  
AND COMMUNITY OF URSULA FRAYNE CATHOLIC COLLEGE



## VOLUNTEER POSITION DESCRIPTION

**Position Title:** Parent Auxiliary Coordinator

**Position Description:** The Parent Auxiliary Coordinator is responsible for the overall coordination of parent support, such as catering and support services for specific College functions.

The Parent Auxiliary Coordinator:

- Operates in accordance with the Friends of Frayne Charter.
- Promotes a spirit of community and co-operation amongst the parents.
- Chairs all meetings of the Friends of Frayne Auxiliary Sub-Council.
- Coordinates arrangements for specific functions on the College calendar requiring parent support, helpers and catering.
- Liaises and collaborates with the Social Coordinator on Auxiliary & Social events.
- Liaises with the Heads of School on matters requiring support for Sub-School events.
- Attends all Friends of Frayne Council meetings.
- Reports on the activity of the Auxiliary Sub-Council at the Friends of Frayne Council meetings.
- Purchases and maintains consumables and items required for functions and events.

**Time Commitment:**

- Non-event week: 1-2 hours.
- Minor event week: 3-4 hours.
- Major event week: 8-10 hours.

**Reporting to:**

- President

**Prerequisites:**

- Excellent communication skills.
- Excellent organisational skills.
- Effective time management skills.
- Competent computer skills desirable.
- Access to computer & internet desirable.
- Commitment to being involved in activities both during and outside of school hours.
- Must be committed to being a part of the school and working towards making it a better community.