# Parent Volunteer Coordinator guidelines – All support activities, Offsite and on-site activities

The Parent Volunteer Coordinator is a volunteer support role that assists with the organization and communication of parent volunteers for off-site and on-site activities. The coordinator works under the direction of the teacher-in-charge and does not assume responsibility for student supervision plans, safety decisions, transportation arrangements, or communication on behalf of the school. Parent volunteers are accountable to and receive directions from the teacher-in-charge.

## Role of Parent volunteer coordinator

The Parent Volunteer Coordinator may:

- ∉ Support the teacher-in-charge by communicating volunteer opportunities and reminders to families.
- ∉ Assist with collecting expressions of interest from potential volunteers.
- ∉ Help organize volunteer assignments as determined by the teacher-in-charge.
- ∉ Share approved information provided by the teacher in charge.
- ∉ Direct parent questions to the teacher-in-charge when clarification is required.
- ∉ Help ensure volunteers are aware of their responsibilities and expectations before the activity.

The Parent Volunteer Coordinator does **not**:

- ∉ Select volunteers independently.
- ∉ Approve volunteers or volunteer clearances.
- ∉ Access confidential student information.
- ∉ Make decisions regarding student safety, supervision, transportation, discipline, or medical needs.
- ∉ Communicate official school decisions to parents without the approval of the teacher-in-charge.
- ∉ Serve as the primary contact for concerns related to the activity.

## Fair and equitable opportunities

To ensure transparency and fairness for all families:

- Volunteer opportunities will be shared with all families through approved school communication channels whenever possible.
- Volunteer opportunities will not be reserved for specific groups of parents or families.
- The selection of volunteers will be based on the needs of the activity, supervision requirements, and the number of volunteers required.
- If more volunteers express interest than positions available, a fair and transparent selection process determined by the teacher-in-charge will be used.
- Efforts should be made to provide opportunities for a variety of families to participate throughout the school year.
- Volunteer selection will not be influenced by a parent's ability to provide transportation, financial contributions, or previous participation.
- Participation in one activity does not guarantee participation in future activities.

## Privacy and confidentiality

The Parent Volunteer Coordinator must maintain the confidentiality of all students, families, and volunteers.

The coordinator will:

- Treat volunteer contact information as confidential.
- Use contact information only for the purpose of coordinating approved volunteer activities.
- Not share personal information with other families or third parties.
- Not access, request, or distribute student information, including:
  - medical information,
  - learning supports,
  - behavioral information,
  - emergency contacts,
  - attendance information, or
  - educational records.
- Not discuss student matters outside of activity-related supervision needs.
- Follow all school and CBE expectations regarding confidentiality and privacy.

## Communication expectations

To ensure accurate and consistent communication:

- The teacher-in-charge remains the primary decisionmaker and source of information regarding the activity.

- The Parent Volunteer Coordinator may share information that has already been approved by the teacher-in-charge.
- Information that should be provided to volunteers about opportunities/field trips include:
  - Date
  - Time of volunteer commitment/field trip (including buffer time to check-in at office)
  - Location
  - Transportation arrangements (if necessary)
  - Role/Responsibilities
  - Other items of note (including specific clothing requirements, whether volunteers will need to bring their own water, snacks or lunch, etc.)
  - Date to confirm their availability with the Parent Volunteer Coordinator (usually 2-3 days before the event, and then the names of the volunteers should be provided to the teacher-in-charge)
- Extra questions should be referred directly to the teacher-in-charge, regarding:
  - schedules,
  - activity details,
  - safety procedures,
  - transportation,
  - student participation,
  - supervision,
  - accommodations, or
  - school decisions
- When unsure how to respond to a parent's inquiry, the coordinator should seek clarification from the teacher-in-charge before providing information.
- Concerns, complaints, or requests related to the activity should be directed to the teacher-in-charge.

## General expectations

The Parent Volunteer Coordinator is expected to:

- Model professionalism and respectful communication.
- Foster positive relationships between families and the school.
- Act in accordance with CBE volunteer expectations and guidelines.
- Promote an inclusive and welcoming environment for all families.
- Support school staff and volunteers in maintaining a safe, positive, and respectful experience for students.

### Guiding Principles

The Parent Volunteer Coordinator's role is to support communication and organization while ensuring that volunteer opportunities are offered fairly, confidential information is protected, and all activity-related decisions, questions, concerns, and clarifications are directed through the teacher-in-charge. Student safety, equity, and adherence to CBE policies and procedures remain the highest priorities.

## References


- AR 3027 Off-Site Activities - https://cbe.ab.ca/governancepolicies/ar3027.pdf
- Off-Site Activities (CBE Parent & Volunteer Information) - https://cbe.ab.ca/programs/curriculum/pages/field-trips.aspx
- Administrative Regulation 5003 - Volunteers - https://cbe.ab.ca/governancepolicies/AR5003.pdf