



COULD YOU LEND A HAND?

DEAN PARK PTA NEEDS YOU!

Help when you can

- Uniform Swap Shop needs
 - Washers
 - Sorters
 - Sellers
- Annual Fayre helpers
- Join the PTA Volunteer Crew



Regular Roles

- Netball Club Coordinator
- P1/2 Football Coordinator
- P3/4 Football Coordinator
- P3/4 Football Coach
- P5 Assistant Football Coach



Use your skills

- Redesign our PTA leaflet
- Maintain our website
- Update our constitution



Take the Lead

- Run a fundraising event
- Manage our social media
- Create our termly newsletter
- Become a Trustee



FIND YOUR FIT

Scan the QR code to explore the roles and find a way to help that works for you, from 30 minutes occasionally to taking on a regular role.



WHICH ROLE IS RIGHT FOR YOU?

There's no one-size-fits-all way to volunteer. Here's what each opportunity involves.

● **HELP WHEN YOU CAN**



UNIFORM SWAP SHOP

Wash • Sort • Sell

CHOOSE YOUR ROLE

WHAT YOU'D DO

Help keep our Uniform Swap Shop running by washing donated uniform, sorting it into the right age/size and quality categories, or helping customers at the Swap Shop.



THIS WOULD SUIT YOU IF...

You'd like to help but can't commit to a regular role.
You can choose the type of help that works for you.



WASHERS

Approximately one load every two weeks. More help is particularly useful at the beginning of each term.



SORTERS

Around 30 minutes as and when needed. No fixed time. Sorting can be done at home or at school. Full guidance provided.



SELLERS

Friday rota, either 8.30–9.30am or 12.00–12.45pm. Help sort, serve customers and keep the Swap Shop running smoothly.



GOOD TO KNOW:

All three roles can be combined or kept separate. Term time only. Full training provided.



PTA VOLUNTEER CREW

When you can • As much or as little as you like

WHAT YOU'D DO

Add your name to our list of people we can contact when we need some extra help. You might be asked to help with a fundraising event, wash or sort extra uniform, set up or tidy up, or lend a hand with a one-off PTA project.



THIS WOULD SUIT YOU IF...

You'd like to help but don't want a regular commitment.



GOOD TO KNOW:

We'll ask when help is needed.
You decide whether you can help.

ANNUAL FAYRE

7 November 2026 • 12–4pm

WHAT YOU'D DO

Choose a job that suits you, from setting up and sorting to running a stall or helping tidy up. Some sorting and preparation will also be needed in the lead-up to the Fayre.

THIS WOULD SUIT YOU IF...

You can spare a few hours and fancy being part of one of the biggest PTA events of the year.

GOOD TO KNOW:

Shifts may be available if we have enough volunteers.

ALL HELP IS WELCOME. EVERY MINUTE MAKES A DIFFERENCE.

WHICH ROLE IS RIGHT FOR YOU?



REGULAR ROLES



CLUB CO-ORDINATOR

Netball • Junior Football • P3/P4 Football



WHAT YOU'D DO

Be the PTA point of contact for one club. Manage applications, liaise with coaches, monitor weekly attendance, respond to parent queries and provide information needed for invoicing.



TIME: Approximately 2 hours per term



THIS WOULD SUIT YOU IF...

You're organised, reliable and good at communicating. Ideally, you have a child in the club.



GOOD TO KNOW

You only look after one club and two people can share the role. You'll be supported by the Clubs Manager and PTA Treasurer.



PVG: Required. The PTA will arrange this when you're appointed.



P5 ASSISTANT FOOTBALL COACH

Mondays • 6-7pm



WHAT YOU'D DO

Assist our existing coaches with the P5 football sessions, helping children develop their football skills and enjoy playing as part of a team.



TIME: 1/2 hours per week



THIS WOULD SUIT YOU IF...

You have a good knowledge of football rules. Previous experience coaching a team would be beneficial.



PVG: Required. The PTA will arrange this when you're appointed.

VOLUNTARY ROLE



P3/P4 FOOTBALL COACHES

Two volunteers needed • Day/time TBC

WHAT YOU'D DO

Help establish our new P3/P4 football club, with a maximum of 20 children. Plan and deliver sessions and help younger players develop their skills and confidence.

TIME: Weekly sessions • Day/time TBC

THIS WOULD SUIT YOU IF...

You know your football and ideally have previous experience coaching a team.

PVG: Required. The PTA will arrange this when you're appointed.

Tell us which role(s) interest you, when you're available and we'll help match you with something that fits.
email: deanparkprimarypta@gmail.com



WHICH ROLE IS RIGHT FOR YOU?



USE YOUR SKILLS



WEBSITE ADMINISTRATOR

Press • From home

WHAT YOU'D DO

Help bring our current website information up to date, then keep the site fresh with occasional updates.

TIME: Up to 4 hours initially, then around 30-60 minutes per month

THIS WOULD SUIT YOU IF...

You're comfortable with WordPress or a similar website platform and enjoy keeping information organised.

GOOD TO KNOW:

Completely from home, whenever suits you.



PTA LEAFLET DESIGNER

off project

WHAT YOU'D DO

Create a great-looking leaflet explaining who the PTA is, what we do and how parents can get involved.

THIS WOULD SUIT YOU IF...

You have experience in graphic design, marketing or visual communication, or simply love making things look great.

TIME: One-off project.



SOCIAL MEDIA VOLUNTEER

Instagram • Tiktok

WHAT YOU'D DO

Help us show the school community what the PTA does, raise awareness of fundraising parities and celebrate what we've been able to fund.

This isn't about creating a child-centred social media account. It's about showing the difference the PTA makes.

THIS WOULD SUIT YOU IF...

You enjoy social media, creating engaging content and telling a story visually.

TIME: Flexible, to be agreed.



PTA NEWSLETTER

newsletter per term

WHAT YOU'D DO

Help us launch a new electronic PTA newsletter for the website and email distribution.

You'll help shape the design and content, gather information and produce each edition.

THIS WOULD SUIT YOU IF...

You have experience in design, communications, copywriting or editing.

TIME: One newsletter per term.

CONSTITUTION REDRAFT

One-off project

WHAT YOU'D DO

Help us review and update the PTA Constitution. There would be an initial meeting with the PTA to discuss proposed changes, followed by drafting and editing from home.

THIS WOULD SUIT YOU IF...

You have a background in law, company secretarial work or charity governance.

TIME: One-off project.

IDEALY ASAP, but we're happy to wait until 2027 for the right person.

READY TO GET INVOLVED?

Tell us which role(s) interest you, when you're available and we'll help match you with something that fits.

email: deanparkprimarypta@gmail.com



WHICH ROLE IS RIGHT FOR YOU?

● N MAKE SOMETHING HAPPEN



PTA FUNDRAISING EVENT LEADERS



WHAT YOU'D DO

Take responsibility for organising and running a PTA fundraising event, from planning and recruiting volunteers to arranging premises, permissions, supplies and the event itself.

Your event could be as small as Donut Day or as ambitious as a Balerno Yard Sale.

Already have an idea? We'd love to hear it.



THIS WOULD SUIT YOU IF...

You're organised, enjoy making things happen and don't mind taking the lead.



TIME: ONE EVENT OR SEVERAL EVENTS PER YEAR — YOU CHOOSE.



GOOD TO KNOW

You'll have a designated PTA trustee to help with rules, restrictions, expenses and donations.

READY TO GET INVOLVED?

You don't need to know exactly what you want to do.

Tell us what sort of time you have, what you're good at or what you'd like to try, and we'll help you find something that fits.

email: deanparkprimarypta@gmail.com