



Elm Street School
PAC

Event: DOCENT Coordinator

Time of Year Held: October – May

When to start Planning: September - May

Overall Time Commitment (approx.): approx. 4 hours/month – none in December or June

Number of volunteers needed (approx.):

Need 2 parents/ per classroom for Grades 3-5 to present material 6 times/year

Main responsibilities:

- Plan calendar for when docents go into classroom and make presentations
- Coordinate schedules with teachers and docents
- Make sure all supplies/copies are available for presentations
- Transport Docent art boards between the Town Hall and Elm Street library, as necessary
- Coordinate 3 meetings (approx. 2 hours each) throughout the year where you help ‘teach’ the docents about upcoming units. Can be held at the library or at a ‘host’s’ home.
- Coordinate the deCordova Sculpture Museum field trip for 4th graders in the Fall.
- Be the liaison to PAC regarding the needs and success of the program.

General Suggestions/Notes:

- It is helpful to have a co-coordinator to help schedule the presentations and run the 3 yearly meetings where you help the docents become familiar with the materials and prepare them for the presentations.