

Volunteer Description  
**Popcorn Chair &  
Popcorn Co-Chair**

[info@emeraldparkptsa.org](mailto:info@emeraldparkptsa.org)

Commitment Level:  3-4 hours monthly

**Requirements:**

1. Must be PTSA member (\$12/school year). This is a requirement in order to handle PTSA funds.
2. Must be cleared to volunteer in the Kent School District. This must be completed every school year.  
<http://www.kent.k12.wa.us/domain/1057>
3. Maintain a current Washington State food worker card. This is an online course and test that costs \$10 every two years. (It typically takes less than two hours to complete.)  
<https://www.foodworkercard.wa.gov/>

**Training:**

You will be trained by a former popcorn chairperson and given at least 1-2 months of mentoring & support.

**Responsibilities:**

1. Run the popcorn machine on popcorn day which happens every 1st Friday of the month October-June. Popping goes from about 8am-11am. (Popping must be done and cleaned up before lunch starts at 11:40am.)
2. Obtaining popcorn supplies from Cash-n-Carry. Items will be purchased by you and reimbursed via check usually within a week. A typical trip happens every 2-3 months and costs under \$100. (If this is ever a financial hardship, there are people willing to purchase the supplies for you.)
3. Coordinating volunteers for popcorn day. There is a good group of 5-6 that typically come. It is helpful when the coordinator sends a reminder email the day before. We can set up a Sign-up Genius event and then let Sign-up Genius send out that reminder emails.
4. Popping popcorn for special events like movie nights and the end of the year celebration. (This can be delegated to anyone with a food worker's card who is trained to run the machine.)
5. Sending out a flyer at the beginning of the year for popcorn pre-orders and then counting and preparing a deposit for the money that comes in. Money is usually counted twice a week for the first 2-3 weeks after the flyers go home.
6. Coordinate cleaning of the machine every two years during the summer with Harlan Fairbanks, LLC.

## Popcorn Co-Chair

**Responsibilities:**

1. Works with the chairperson at the beginning of the year to create and maintain the binders that are used for determining who has purchased popcorn.
2. Monthly, before popcorn day, transferring the names of kids who have purchased popcorn to the brown bags.

If you would like more information on the job, please contact the former chairperson listed below.

Arlene Magdamit, 206-529-7831, [agmagdamit@hotmail.com](mailto:agmagdamit@hotmail.com)