

VOLUNTEER POSITION DESCRIPTIONS 15-16

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All listed jobs can be recorded as volunteer hours.

Most weekly jobs can be shared between volunteers to create an every other week volunteer schedule.

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Art Class Helper - North Campus

At SSA:

- Help Mrs. Mier in art class (also assist with set-up and clean-up)

All year

1 volunteer needed weekly, backup volunteers needed to cover when regularly scheduled volunteers unable to attend:

- Kindergarten: Monday 10:15am-11:15am
- 1st grade: Monday 11:15am-12:30pm
- 2nd grade: Monday 1:00pm-2:45pm (break during class time)
- 3rd grade (Conteh): Tuesday 1:00pm-2:45pm (break during class time)
- 3rd grade (Cybulski): Tuesday 11:00am-12:30pm
- 4th grade: Friday 10:30am-12:00pm

January - February

- Additional help with Kindergarten teddy bear sewing project. (see times above)

March

- Assist with 5th grade basket weaving on Fridays: Alston 9:00am-10:30am, Oeverman 12:45pm-2:15pm

Athletic Coach/Assistant

At SSA/Athletic facilities:

- Coach or assist with coaching in cross country, basketball, or track & field. Must complete interview, background check, and various coach certifications.

Bus Driver

From SSA to events/trips:

- Drive a rented bus to transport SSA students to/from certain events; few times each year. Commercial Driver's License with a bus endorsement and background check required.

Classroom Representative

At home/SSA:

- Liaison between teacher and class families, coordinating volunteer needs in the class, working closely with teacher to encourage and support as needed. Weekly time commitment; hours vary.
- Various classroom volunteer opportunities will be coordinated by the classroom representative, matching class family volunteers with classroom needs.
- Opportunities may include jobs such as selecting public library books to support current lessons, organizing classroom parties, filling Nota Benes, encouraging teacher with notes/cards, displaying work on bulletin boards, distributing teacher favorites list to families.

Coordination and Planning

At home/SSA:

- Assist with coordination and planning of Teacher Appreciation Week, Field Day, or fundraising.
- Work alongside experienced co-leader to direct event or program at SSA.

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Drama

Upper School (directed by Sam Boden)

Lower School (directed by Kathy Mier)

At SSA/home:

- Drama Volunteer Coordinator, to assist director in matching volunteers with volunteer needs
- Other roles include assist with costume making, provide snacks/meals during dress rehearsal and production days, drive carpool, build sets

At venue on play nights:

- Sell roses and/or concessions
- Take tickets
- Backstage supervision
- Clean-up

Events

Event Refreshments

At home:

- Bake cookies for event (shopping, prep, baking time, clean-up)

At SSA:

- Set-up/clean-up of refreshments at event, approximately 2 hours per event

Reformation Day (October 30, 2015)

At home:

- Shop for food/supplies, approximately 2 hours

At SSA:

- Judge dessert entries, approximately 1 hour
- Food prep and serve, approximately 2.5 hours
- Clean-up, approximately 1 hour

Grandparents Day (March 11, 2016)

At home:

- Provide food/refreshments, making or purchasing food items

At SSA:

- Direct traffic, approximately 3 hours
- Greet grandparents, approximately 30 minutes
- Set up refreshments, serve, clean-up, approximately 1 hour

Auction (March 12, 2016)

At home/event:

- Classroom Project Manager: The CPM will manage the class art projects, with the help of Kathy Mier and homeroom teachers. This will involve setting dates for idea entry, budgets, and final production. It will also include item description collection from each teacher.
- Décor Manager: Creative people will build upon this year's classical beginnings theme. This will include working on decor and ambiance. You can be part of multiple areas from brainstorming ideas to putting together center-pieces.
- Invitation Manager: Work with SSA staff and the database team to oversee the electronic distribution of invitations. Training will be provided.
- Item Pick-up: 3-4 people to pick up items that cannot be mailed as local businesses donate them.

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- Gift Basket Team: Be part of a team of people to assemble gift baskets the two weeks before the auction. This usually takes up to 4 hours. Gathering supplies, assembling baskets, and taking pictures of baskets will be led by the Silent Auction Chair.
- New Opportunities Manager: The NOM will go after new opportunities based on ideas generated by procurement team and past data analysis.
- SSA Donor Manager: The SDM will approach and follow up with past donors from SSA. They will also be in charge of sending out communications soliciting help from SSA families based on the direction of other auction team members.
- Signage: Do you love to scrapbook and have lots of supplies? Work with Robin Herriott to create signage for items the week before the auction. This can be done from home.
- Thank You Notes: Write and send handwritten thank you notes after the auction. This can be done from home.

If you have any questions about volunteering for the auction, please contact Allegra Storm - 503-577-5936.

Fine Arts Show (Spring)

At SSA:

- Transport pipe and drape to SSA; large vehicle required; approximately 1.5 hours
- Assist with event setup; 2-6 hours
- Serve refreshments; 2 hours
- Assist with event clean-up; 1.5 hours

Teacher Appreciation Week (May 2-6, 2016)

At SSA:

- Assist with planning and coordinating
- Assist with decorations before and throughout week
- Assist with food set-up and clean-up at meals throughout week

At home:

- Make crafts/decorations to be used during teacher appreciation week
- Provide food, made at home or purchased, for meals throughout week

Golf Tournament (Spring)

At home/SSA:

- Serve on tournament committee
- Sponsorship Coordinator: coordinate effort to secure hole, lunch, cart, putting contest, and other sponsors
- Prize and Raffle Coordinator: secure prizes for 1st-5th teams, Long Drive Winners (2), and Closest to the Pin Winners (2)
- Tee Gift Coordinator: secure golfer gifts (hats, balls, bags, SSA stickers, etc.)
- Administrator: track players, teams, sponsors, etc.

At SSA/event:

- Caddie Master and Student Coordinator: provide direction, supervision, and training to students.
- Photographer: take pictures before, during, and after event
- Lunch and Dinner Coordinator: work with The Reserve staff to plan lunch (menu, set-up, signage, announcements) and dinner/award ceremony

Graduation (June 3, 2016)

At SSA/event: TBD

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Field Day (June 10, 2016)

At home/SSA:

- Field day coordinators and co-leaders, 1-month prep and planning prior to Field Day
- Grocery shop for snack/lunch items; approximately 2 hours prior to Field Day

At home:

- Put food in containers for food challenge game; approximately 1.5 hours day before Field Day
- Make posters for games; approximately 1 hour, week before Field Day

At event:

- Set up games, posters morning of field day; 1 hour before start of Field Day
- Set up obstacle course on field day; 1 hour before start of Field Day
- Registration at field day; 1 hour, start of Field Day
- Serve snacks; 20 minutes, during Field Day
- Serve lunch; 1 hour, during Field Day
- Team captain; 3 hours, during Field Day
- Game leader; 3 hours, during Field Day
- Clean up grounds; 30 minutes, after Field Day

Facility Care - North Campus

At SSA:

- Work as part of facility care team throughout school year; projects as needed (i.e. carpentry, electrical, plumbing, landscape); time varies

Fundraising

At home/SSA:

- Coordinator to take ownership of current and future fundraising opportunities for SSA PTF. Encourage school participation in Scrip, Box Tops, etc.; look into other opportunities that may exist.
- Work as part of fundraising team to encourage current programs and develop other fundraising opportunities.

In a Pinch

At home/SSA:

- Be willing to be notified of last minute volunteer needs that may arise and are willing to help out if possible in these “in a pinch” moments.

Laundry

At home:

- Take home bag of dirty cleaning rags and art smocks weekly to wash, fold and return to SSA; approximately 2 hours weekly

Library

At home:

- Repair books, cover books; as needed throughout school year

Office Help

At home/SSA:

- Assist SSA office staff as needed, on-call basis. Hours vary throughout year.

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Parents Encouraging Teachers (P.E.T.)

At home:

- Sign up for one specific teacher to be teacher's anonymous P.E.T. for school year. Pray for this teacher, write notes of encouragement, make treats, provide small gifts throughout school year to encourage.

Photography

At SSA/events:

- Take photos at events and provide them to the school

At home:

- Filter photos received from parent photographers

Pizza Lunch - North Campus

At home/SSA:

- Label plates, serve pizza. Thursday lunch time; 1.5 hours.

Shopping:

- Shop for drinks and fruit for pizza lunch; approximately 1-2 hours every week prior to pizza Thursday.

Reading/Math Groups

At SSA:

Supervise reading/math group, assisting young students at SSA. Volunteer for one or multiple days/week.

- Kindergarten: Starting after Thanksgiving Break, Tuesday 9:15am-9:40am
- 1st grade: Tuesday 8:45am-9:55am (reading group)
Thursday 8:30am-9:00am (math group)
Thursday 9:00am-9:55am (reading group)

Recess Supervision - North Campus

At SSA:

Supervise recess time to allow teachers prep time. Volunteer for one or multiple days/week. Can coordinate with other volunteer opportunities at school surrounding recess time to allow more volunteer hours.

- Morning recess: Monday-Friday, 10:05am-10:40am
- Lunch recess: Monday-Thursday 12:30pm-1:00pm
- Friday lunch recess: 12:30pm-12:45pm
- Afternoon recess: Monday-Thursday 1:45pm-2:25pm; Friday 2:15pm-2:25pm

Staff Break Room Cleaning - North Campus

At SSA:

- Clean break room once or twice weekly. Tuesday/Wednesday and Friday, 30 minutes - 1 hour
- Wash, dry and put away dishes; wipe down counter, sink and microwave; straighten copy counter, wipe down black tables; wipe down fridge monthly

Stuffing Nota Benes

At SSA:

- Stuff students Nota Benes with weekly SSA handouts, Friday 10:30am-noon

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Substitute Teachers

At SSA:

- Substitute teachers needed for classes at SSA. Must complete application, background check, and interview with Dean of Academics.

Technology Support

At home/SSA:

- Provide technical support for school software, hardware, network assets. Must complete background check and sign nondisclosure agreement. Hours vary.

Uniform Swap

At home:

- Notify families by e-mail of swap points received after collection events September, January/February, and May; approximately 2 hours/event

At SSA:

- Inventory and clothing evaluation September, January/February, May; approximately 2 hour commitment/collection event

At Field Day:

- Assist with set up of uniform swap, 45 minutes before Field Day begins
- Cashiers and shopping assistants, 2 hours during Field Day
- Assist with uniform swap clean-up, approximately 30 minutes