



Volunteer Program Job Descriptions

Art History: Grades 5 – 8

Chair: Coordinates the Art History Program and assigns instructors to class. Also leads the Art Auction for the Spring Raffle fundraiser.

Instructor: Works a 30 minutes session per month in class and spends 30 minutes preparation time on their own. Classes are given for 6 months only. Slide shows are presented to student in grades 5-8. Information for each slide is provided from a prepared booklet. Each class is given a specific art period. Volunteers may sign up for their own area of interest if they wish.

5th: Early American Art History

7th: Renaissance Art History

6th: Greek/Roman Art History

8th: American Art History (contemporary, etc.)

Room Art Parent: Grade K – 6

Chair: Coordinates the Room Art Parents and assigns instructors to class.

Room Art Parent: Present a sample work of art, theme or idea for students to then create in the classroom. Time commitment is typically one hour, two times per month (usually during the last period on Friday). Teachers have resource books for these lessons, but the volunteer generally makes a sample of the artwork. The school has a variety of resources available (paper, paint, etc.) in the art room. Additional supplies are acquired by the instructor and can generally be collected from nature or leftover products in the home. Involves research, collecting materials and production.

Great Books: Grades 4 – 8

Chair: Certification required (the school will pay for training); parent volunteer preferred! Coordinates the Great Books program and assigns instructors to class.

Instructors: Certification required (the school will pay for training). Instructor leads discussion concerning a literary piece of work which students have read prior to class. Groups meet twice per month for a period of one hour. There is approximately two hours of preparation time prior to each class.

Health Room

Chair: Nursing credential not necessary. Coordinates aids to cover the nursing office daily.

Aide: Nursing credential not necessary. Aide work 1 or 2 days per month from 10 am to 1 pm, relieving teachers and office staff of simple first-aid procedures (washing, bandaging cuts, dispensing ice packs for bumps and giving some TLC). Babies or pre-school children may accompany volunteers during their shift.

Health Screening Volunteer: Assists with various health screenings, including hearing, vision, height/weight screening.

Parents' Hot Lunch

Chair: Coordinates Parents' Hot Lunch Program each Monday. Assigns five Team Leaders, each to head a different hot lunch team. Coordinates parents to work at weekly hot lunches.

Team Leader: Organizes purchasing food for the hot lunch they are in charge of. Assigns parents to help on their hot lunch days.

Server: Once per month, helps cook, shop, serve, cashier, and clean up for their hot lunch. Typically, hours are from 10 am to 1 pm.

Teacher

Substitute: Teaching credentials preferred. Will be called when needed to fill in for a teacher who cannot be in class.

Yard Duty

Chair: Coordinates and assigns times to yard supervisors. Need 3 – 4 supervisors per day.

Yard Supervisor: Works once per week, from 11:50 am to 12:45 pm. Will supervise the children in the yard, lunch tables, crosswalk and lunch hall while the teachers are at lunch. Supervisors with younger children may bring them along. This is a weekly duty!

Sports "B" Teams: Grades 5 - 6

Coach: Should teach fundamentals of the sport, ethics and good sportsmanship. Will organize team try-outs, schedule practices and games. Must attend all practices and games. Sports include Flag Football, Volleyball, Basketball, Softball, and Track.

Scholastic Book Fair

Coordinator: Works in conjunction with school Librarian to schedule, plan, organize and run Scholastic Book Fair each year. Includes working with Scholastic Books, preparing newsletter flyers, create reader tags for accelerated reader books, decorate book shelves and library with yearly theme ideas, create the school's book "wish list" and student order packets.

Regent's Catering

Liaison: Works closely with Regents Catering to plan the daily cafeteria or catered lunch program for the school.

Publicity

Chair: Responsible for all submissions to local papers, including photos and associated copy. School events include concerts, science fairs, special awards, May Crowning, First Communion, Halloween parade, Graduation, etc.

Earthquake Preparedness

Chair: Involves updating the disaster preparedness supplies for the school. Twice per year, class buckets need to be checked for updated class lists and to be sure that medications and first aid supplies are available in the event of a disaster.

Donation Tracking

Chair: Works closely with Treasurer of Parent Board to properly track all monetary donations made to the school to ensure appropriate tax documentation, etc. Accounting experience and advanced Excel skills is preferred.

Hospitality

Chair: Organizes and plans the Back-to-School Coffee, Faculty/Parent Board Christmas Luncheon, New Family Orientation reception, and possibly other miscellaneous social events that need assistance. Includes securing volunteers for set-ups, clean-ups, etc.

Volunteer: Assists with set-up, clean-up, planning, purchasing food/beverage, etc. for any hospitality events.

Fundraisers

The Parent Association sponsors a variety of fundraising activities throughout the year that are vital to the operations of the school. All proceeds from these fundraisers, combined with our annual tuition, are the source of our operational budget to run the school. High levels of participation and support in these activities is critical! Our school's fundraisers include: Jog-a-thon, Bedefest, Christmas and Easter See's Candy sales, Gift Wrap sales, Back-to-School Picnic, Spring Raffle and Art Auction, Dance and Drama clubs, and e-Scrip.

Families are encouraged to review the details of the fundraisers on our school's website, www.stbedeschool.net. Each program is listed in the Parent Association section of the website, under the Volunteer Programs tab.