

## Volunteer Position Descriptions

**School Committee member**–The purpose of the St. Charles School Committee is to search for and promote the best means available to impart the message of Christ in the educational programs of the parish. The School Committee develops and promotes the implementation of the policies of the State Department of Education and the Archdiocesan Board of Education. The School Committee elects members to the board positions and assigns members/liasons to committees/subcommittees of the board from within the school committee. Committee terms are 3 years in length. Meetings are generally 2 hours in length and meetings are held once a month at St. Charles.

**Home and School Association member** – The Home and School Association serves as the communication link between home (families) and school (teachers, administration and staff). They work together to support St. Charles School and the education of the children. The Association provides educational programs in parenting and related topics, hosts social events, coordinates fund raising efforts, organizes a volunteer force of parents to assist with school events and promotes a greater sense of Christian community and appreciation of Catholic Education. All St. Charles School parents, teachers, administration and staff are members of the Home and School Association. Board positions are filled from within the Association.

### **Athletic Association**

- **Athletic Director** – Finds gym time, coordinates the various manager activities such as the equipment manager and tournament manager, directs quarterly meetings, coordinates the athletic banquet, and coordinates the training of coaches.
- **Assistant School Athletic Director** – Assists the Athletic Directory.
- **Treasurer** – Responsible for the Athletic Association monies.
- **Volleyball Coordinator** – Coordinates activities associated with the girl’s volleyball season.
- **Basketball Coordinator** – Coordinates activities associated with the basketball season.
- **Track Coordinator** – Coordinates activities associated with the track season.
- **Equipment Coordinator** – Makes sure that equipment is available for events, distributes and collects uniforms, etc.
- **Home Games**
  - **Coordinator** – Coordinates functions needed to run home games. Finds coordinator from each grade to solicit volunteers to run the score clock, collect admission money, and sell concessions during games. Classes rotate responsibilities for the home games.
  - **Concessions Coordinator** – Purchases and delivers concession supplies, trains volunteers, sets up food, sets food and beverage prices.
  - **Worker** – runs score clock, collects admissions, sells concessions, or cleans up after games. Class coordinators will solicit volunteers to sign-up for time slots prior to the class’s scheduled home game.
- **Home Game**

- Golf Outing
  - Coordinator(s) – Reserves golf date, coordinates food and beverages, gets prizes, advertises event, and solicits volunteers to assist with event and to help run event.
  - Workers – Assists coordinator and/or works the day of the event.
- Fallfest
  - Coordinator – Coordinates activities associated with Fallfest. Leads the Fallfest Committee.
  - Committee Member – Assists coordinators with publicity, set up, clean up, working booths, soliciting raffle items, serving food and admissions.
  - Children’s Games Coordinator – Works with the teachers to build a game sponsored by each class and solicits volunteers to run the games.
  - Fallfest Worker – Volunteer sign-up boards will be available prior to the event to solicit workers for set-up, clean-up, admissions, games, security, cooking, selling food, bartending, clean-up, etc.
- Coaches/Assistant Coaches – for volleyball, basketball and track. Schedules practices and coaches games.

**Auction**

- Chair and/or Co-Chair – oversees the coordination of all aspects associated with the auction.
- Committee Member – assists the Chair with the coordination, decision making of all aspects associated with the auction. Helps coordinate and/or does the donation soliciting, mailings, organizing items, invitations, set-up, etc.
- Solicitor – Contacts businesses to solicit items for the auction.
- Auction Workers - Forms are sent home, via the brown envelope prior to the event for volunteers to sign-up for soliciting, decorating, organizing items, set-up, helping with publicity, working the night of the event with raffles, selling tickets, invoicing and collecting money, clean-up, etc.

**Big Buddy Program** – Welcomes new families and answers any questions regarding school. Invites new families to School/Parish functions.

**Boy Scout Leader/Assistant Leader** – Leads or plans merit advancements or activities for a Boy Scout troop.

**Breakfast With Santa**

- Chair and/or Co-Chairs – initiates and oversees all planning. Decorates and does preliminary cooking the day before. Begins preparations on day of event. Also, at the breakfast, is available to all volunteer workers, coordinates entertainment and timing of breakfast seatings. Visits with guests and ensures public relations are satisfactory. Directs clean-up operations. Does all follow up communications, parish and Home and School reports.
- Breakfast With Santa Workers – Forms are sent home, via the brown envelope prior to the event for volunteers to sign-up for decorating, set-up, cooking, serving, collecting tickets, seating host/hostess, child care, entertainment, etc.

### **Campbell Labels**

- **Coordinator** – Contacts Campbell Company regarding special promotions, coordinates equipment selection with principal, supplies classrooms with label receptacle.
- **Classroom Volunteer** – Collects, cuts, sorts and counts Campbell Labels, Box Tops and Milk Caps for assigned classroom and reports numbers to contest coordinator(s). Can be done at home. One volunteer per classroom.

**Classroom Parent Coordinator** – meets with classroom parents at the beginning of the year to describe their roles.

**Classroom Parent (Room Mom/Dad)** – Each grade level requires at least 1 classroom chairperson. On the request of the teacher, this volunteer plans the classroom parties and enlists the help of other volunteers in preparation. The classroom parent is the contact for that grade's families in organizing special events and projects.

**Classroom Helper** – Helps individual students, directs small group activities, reads stories in younger grades, etc. Helps with tutoring, chess club and other various after-school activities that are held in the school. Various days and times are available.

**Computer Volunteer** – Assists with supervision of students in computer class. Basic computer knowledge is necessary. Various days and times available.

**Cub Scout Leader/Assistant Leader** – Leads or plans achievements or activities for a Cub Scout den or pack.

**Field Trip Chaperone** - For St. Charles School field trips.

### **Fish Fry**

- **Coordinator(s)** – coordinates the ordering, staffing, set-up, cooking and serving of fish fries. Fish Fry's are held 4-5 times per year on Friday evenings.
- **Fish Fry Workers** – Forms are sent home, via the brown envelope 2-3 weeks prior to the event for volunteers to sign-up for set up, cooking, serving, selling tickets, and clean up.

**General Mills Box Tops for Education Coordinator** – collects, counts, bags Box Tops and sends to General Mills annually for payment. Can be done at home.

**Girl Scout Leader/Assistant Leader** – Leads or assists a troop of girls in obtaining badges and other activities.

**Health Room Volunteers** – St. Charles maintains a health room staffed by certified Red Cross Volunteers. Persons interested in becoming health room volunteers are required to take a half day training session provided by the local Red Cross or by health room leader.

### **Hospitality**

- **Coordinator** – Coordinates or assists in obtaining, and serving refreshments at various functions.
- **Baking for School Activities** – Baking cookies, bars, etc., for school functions.
- **Catholic Schools Week Volunteer** – works with principal to organize events/activities to celebrate Catholic School's week. Catholic School's week is usually the last week in January.
- **Grandparents' Day Coordinator** – assists the teachers in coordinating and organizing Grandparents' Day activities.
- **Christmas and/or Spring Program Helper(s)** – Works with the music teacher to organize and coordinate the details of the program.
- **Monthly Teacher Lunch or Breakfast or Snack** - Provide a lunch, breakfast, or snacks for the teachers once a month. Can provide a lunch or breakfast on parent-teacher conference days and in-service days.

### **Hot Lunch**

- **Coordinator(s)** – coordinates the services involved in the Hot Lunch Program: tabulations of menu orders, counting money, picking up food, getting servers.
- **Hot Lunch Servers** – Prepares for the children's lunch at 11:30 AM. Children are served their lunch from 11:50 AM to 12:15 PM. Clean up is finished by 12:45 PM. Volunteer can select day(s).

**Library Volunteer** – assists the Librarian.

**Magazine Sale Coordinator(s)** – works with the Principal to establish a detailed plan for initial kick-off, distribution, collection, prizes, etc.

### **Market Day**

- **Coordinator(s)** – collects Market Day orders each month, mails orders to Market Day headquarters, promotes Market Day, coordinates volunteers, and runs the Market Day sales each month.
- **Market Day Workers** – helps set-up merchandise and assists the customers in filling their orders on pick-up day, (4:00 PM – 6:00 PM once a month).

**Noon Hour Supervisor** – Supervises the lunchroom and playground from 11:30 AM to 12:50 PM. Volunteer can select day(s).

**Office Workers** – Assists with secretarial duties: answering the telephone, typing, copying, etc. Various times and days available.

**Open House Volunteer** – Works with School Committee in organizing open house for prospective school families.

**SCRIP Volunteer** – sells SCRIP for school. Contact SCRIP Coordinator through school office.

**Spirit Wear Coordinator** – Coordinates the advertising, display, orders and distribution of St. Charles spirit wear to help promote St. Charles school.

**Uniform Swap** – Coordinates used, school-uniform sales.

**Volunteer Program**

- **Coordinator** – Initiates yearly volunteer survey. Finds coordinators for all major Home and School volunteer fund drives. Assists coordinators when necessary to find volunteers.
- **Hours Coordinator** – collects volunteer calendars, totals hours, sends mid-year (February) and end of year letters to families as notification of their volunteer hour commitment status. Can be done from home. Requires PC with Word and Excel and general knowledge of how to use each.

**Weekly Envelope Stuffer** – Assists with stuffing of envelopes on Wednesday mornings.

*This document is to provide descriptions of most of the volunteer positions that are available at St. Charles School. It isn't meant to be all-inclusive. Please contact the Home and School Volunteer Program Coordinator with any questions/comments regarding volunteer opportunities.*