

Volunteer Opportunities Job Descriptions:

SCHOOL STORE -

- Chaperone students selling items in the school store. Store is open Fridays from 10:30 - 12:30 p.m.
- ❖ Time commitment is as little as 2 hours for four Fridays.

OPEN HOUSE (August) -

- ___ Assist with district wide vision and hearing screening at the Open House;
- ___ Help with gym uniform sales;
- ___ Help with math calculator sales;
- ___ Help encourage volunteers at the Parent Volunteer Opportunity table.
- ❖ Time commitment can be as little as 2 hours.

___ FIRST DAY OF SCHOOL (September) – GREETERS/GUIDES

- Help students find their way to their classes the first few days of school. Maps are provided.
- ❖ Time commitment can be as little as 2 hours.

DAYTIME OPPORTUNITIES:

___ LIBRARY/MEDIA CENTER -

- At the beginning of year, help is needed to shelve the books;
- Ongoing help is needed to put covers on the books and help the librarian with other duties, including Book Fair.
- ❖ Time commitment can be as little as 1 hour.

___ FIELD TRIP CHAPERONES –

- Chaperone field trips taken away from school.
- ❖ Time commitment can be as little as one trip.

___ SPELLING BEE ASSISTANT –

- Help with Spelling Bee.
- ❖ Time commitment is approximately 4 hours.

___ CLASSROOM RESOURCE –

- Assist teachers in classroom;
- Be a guest speaker on a topic or special interest being covered;
- Preparation work, as needed.
- ❖ Time commitment can be as little as 1 hour.

___ SEWING ASSISTANCE -

- Assist in the classroom helping students learn to sew and using the machines.
- ❖ Time commitment can be as little as 6 hours.

___ BAND AND CHOIR ASSISTANT-

- Assist the band and choir teachers as needed.
- ❖ Time commitment can be as little as 1 hour.

___ OFFICE ASSISTANT-

- filing duties, recording tasks, answer phones, typing, and other duties in school office during school day.
- ❖ Time commitment can be as little as 2 hours.

___ SWIMMING POOL ASSISTANT-

- *Helping watch students in the pool while teacher is working with other students. You do not need to get into the pool, unless there was an emergency.*
- ❖ *Time commitment can be as little as 3 hours.*

____ **BULLETIN BOARD CREATOR -**

- *Are you creative - or want to be? Help is needed during the year to put up information on various bulletin boards throughout John Glenn.*
- ❖ *Time commitment can be as little as 4 hours.*

AFTERNOON/EVENING OPPORTUNITIES

____ **END OF THE YEAR PARTY CHAPERONE -**

- *Each grade has an end of the year party and volunteers are needed to chaperone. More information becomes available each Spring.*
- ❖ *Activities are in May/June. Time commitment varies depending on activity.*

____ **PHONE COMMITTEE -**

Help call parents to encourage volunteering for activities as they come up. Lists will be provided, and prior notices about the activities are typically given to the parents before calls are made.

____ **TEAM LEADER -**

This person is the link between the Team parents and John Glenn. This person would be a point person for parents and staff for one of the teams regarding school-related subjects and team activities. Team leaders are asked to attend the Parent Advisory Group meetings on the fourth Monday of the month at 7:00 p.m.

- *We would like one or two team leader(s) for each team.*

____ **CRAFT FAIR (November) -**

- *____ Participate on a committee working with team leaders to coordinate the activity being sponsored by that team. (6th Grade - concessions; 7th Grade - bake sale; 8th Grade - help set up/clean up tables, etc.)*
- *____ Help with coordination of Craft Fair*
- ❖ *Time commitment varies and would be from the end of September until the day of the Craft Fair.*

____ **TEACHER'S APPRECIATION DINNERS -**

- *____ Help with set up and then you can conference with the teachers (approximately 2:00 p.m. - 2:45 p.m.)*
- *____ Help with clean up and then you can conference with the teachers (approximately 5:00 p.m. - 6:00 p.m.)*
- *____ Committee coordinating contributors, set-up and clean-up volunteers.*
- *____ Contribute food for dinner sponsored by the parents for teachers at fall and winter conferences.*