

# Volunteer Job Descriptions

## **Talents/Hobbies to share!!!**

Do you play an instrument, sew, or bake?? Speak another language?? Are you a gardener?? Police Officer/Doctor/Lawyer/Judge/Carpenter/Fire Fighter...etc....??? Please let us know of any talents or hobbies that you could share with our children!!!

## **Classroom Parent**

The classroom parent's main responsibility is to share by email the activities that go on throughout the school year with the other parents in your grade. The Community Council will send you emails about activities that you then send to the parents. The room parent also plans and coordinates with other parents the 2 classroom parties (Christmas and Halloween).. Duties for this person include working with the teacher to coordinate the 2 class parties and give jobs to the parent volunteers. You will be given a small budget to help plan the party. Please indicate the grade you are signing up for.

## **School Carnival (FUNDRAISER)– IMMEDIATE NEED!!!!!!!!!!**

Our school is hosting our 2<sup>nd</sup> annual school carnival on Saturday October 14<sup>th</sup> from 2-8pm with a break from 5-6 for mass. This is a FUN EVENT! We need volunteers to help with decorating, setup/clean up, food, ticket table, games etc.

\*\*We are also looking for businesses and individuals to sponsor the event with a monetary donation. Please indicate if your company/business or someone you know would be willing to be a sponsor and provide their name and contact information in the comment section of the volunteer form.

## **Cafeteria Volunteers**

You would help serve lunch, prepare teacher trays, and clean up. Volunteer times are available daily from 10:50-12:00. You can choose a day of the week to come help each week.

## **Shamrock Cart Volunteers**

Collects Generosity Slips and oversees the cart during lunch two Fridays per month. A sign-up genius will be sent out to organize the volunteers. You will need to be there from 10:50-12:10.

## **Staff Appreciation**

Volunteers assist the Staff Appreciation Chair person with planning and implementation of monthly staff appreciation activities such as providing coffee and donuts before school, lunch served in the teachers' lounge during their lunch period, and staff appreciation week.

## **Father Daughter Event Chair**

Help to decide a theme and organize the event volunteers and responsibilities. ( last year's event was a "Beauty and the Beast" movie night at Highland Theater.)

## **Father Daughter Event Volunteers**

Help to decide a theme, decorate/get decorations, organize, and get refreshments, setup / clean-up for the event.

## **Mother Son Event Chair**

Help to decide a theme and organize the event volunteers and responsibilities. (last year was a powder puff football game and cookout )

**Mother Son Event**

Help to decide a theme, decorate/get decorations, organize, and get refreshments, setup / clean-up for the event

**Drop & Shop (Polar express theme)- Friday December 1<sup>st</sup>, 2017**

This is a fundraiser. Parents can pay for their child to stay at school on a Friday evening for a fun night in while they go Christmas shopping or have a date night! Volunteer opportunities include: Babysitting, Decorate/get decorations, organize, and get refreshments, setup / clean-up for the event.

**Good Samaritan**

Volunteers contribute food to provide occasional meals for parish and school families who have a need such as birth or family emergency. Typically you will be given a series of days to choose from for a particular family and asked to contribute an entrée, side dish, salad and dessert. The organizer will send out a sign up genius as needed.

**Bakers**

Prepare and deliver baked goods to the school when needed for staff lunches, special events and/or meetings throughout the school year.

**Prayer Circle**

The Prayer Circle meets on Friday mornings around 9:15 after the all school mass in the back of the church. The group prays for St. Vincent School families, teachers and staff as well as any special intentions. Ideally we would like four to five parents together in prayer.