

# 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 Liaison**

*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 child's grade. The Community Council will send you emails about activities, and you are asked to send the information to fellow parents. The parent liaison 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.*

## **Cafeteria Helper/Lunch Duty**

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.

## **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, ETC. DURING STAFF APPRECIATION WEEK, THERE WILL BE DAILY NEEDS. IT'S SIMPLE TO SEND SOMETHING IN AND DOESN'T USUALLY REQUIRE BEING AT THE SCHOOL.**

## **All School Event**

*Every year an event is planned to build community and raise funds for the school. Past events include reverse raffle, auction, carnival, casino night, etc. There will be lots of opportunities to volunteer for this event, and it will be easy to pick a job that fits both your talents and your schedule!*

## **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 UPS AS NEEDED.**

## **Bakers**

*Get your secret recipes ready! If you are a talented baker, this job is for you. Prepare and deliver baked goods to the school when needed for staff lunches, special events and/or meetings throughout the school year.*