

## Volunteer Job Descriptions 2023-2024

**Thank you for volunteering! We could never do all these things for our kids and keep them safe without your help. It is very important that you can meet your commitment by being here each day you are expected and by arriving on time.**

Lunch Volunteer: Arrive at **11:10am**. You will be assigned to monitor elementary (K-6th) or high school (7th-12th). Jobs will entail monitoring students, setting up tables/chairs, serving pizza, cleaning tables, meeting kids' needs, vacuuming, and picking up. We are usually done by 12:35pm. You will not necessarily serve in your child's grade level. Other (i.e., younger) children are welcome to come with you. 6 times during the year.

All Day Helper: Arrive at **8:15am**, sign in at the front office and you will be given a schedule for the day. You will help with lunch and then have your own lunch afterwards. Jobs may include helping teachers with their classes, preparing projects for the kids, office work, and monitoring, among other things. You will be done at the same time that classes let out, at 3:15pm. 3 days during the year.

Morning Monitor: Arrive **8:05am**. Meet in between the buildings. You will either be monitoring traffic between the buildings, or you will be assigned to either the front or back door in the Commons. You may be asked to move traffic cones and/or gates, help kids with heavy loads, make sure the path is free from ice (lay down salt), and oversee general safety between cars and students. At 8:30am, close and lock the doors, put away cones if you are in the back, and you are finished. Report any incidents, including student behavior, to Summit staff. One morning a week (your child's day) for a semester.

Afternoon Monitor: Arrive at **3:05pm**. Meet in between the two buildings. You will either be monitoring traffic outdoors, or you will be assigned to monitor the front door (where kids may exit only WITH THEIR ADULT) or outside the back door, where you may help with calling names for pickup. Oversee general safety between cars and students. Report any incidents, including student behavior, to Summit staff. One afternoon a week (your child's day) for a semester.

Pizza Coordinator: Arrive time is flexible between 8:30 to 9:30. Parents order pizza online by 8:30. You will tally the pizza that was ordered and prepare pizza slips for students. It usually takes about 45 minutes and needs to be completed by 10:15. One day a week (your child's day) for a semester.

Yearbook Designer: One designer for each of the four yearbooks (W/Th/Fri K-6th and secondary). You will be responsible for the design and creation of a yearbook using web-based graphic design software. Familiarity with graphic design/graphic design software is a plus. Most work is loaded toward the end of the year and can be done from home. Volunteers will meet in August with our yearbook coordinator to prepare for the year.

Yearbook Photographers: Approximately four photographers for each day (W/Th/Fri) are needed. Must use your own equipment. Requirements: attend 6-8 Summit events throughout the year, come to Summit to take photos once per quarter for special days, upload photos for use in the yearbooks in a timely manner. A list of events to choose from will be posted at the beginning of the year and may be added to as the year progresses.

Videographer: Approx. three people for each day (W/Th/F), must be available to attend 7-10 performances (based on location and length). Sometimes there is minor setup, but assistance is always available.

Performance Help: You will be assigned to one performance teacher to help in a variety of ways. Rounding up costumes, and props, backstage help, make up, hair, etc. Most teachers will need you to be present at a performance. We may be able to coordinate with other days volunteers to switch performances, so you can watch your child's if necessary and work a different performance.

Sewing Aide: Assist sewing class for one class/week for a semester. Sewing experience is needed. 1 person for each day. (Wed, Thurs, Fri), semester long commitment.

Snow Removal: Arrive early on snowy or icy days and clear sidewalks and in-between buildings where kids will be walking. Apply ice melt/salt as needed. Landlord manages snow removal. This position helps with late morning snow and making sure there is safe access to doors and walkways.

Textbooks: Assists textbook coordinator when needed throughout the year, **including some days during June/July/August** (Book Fair, book sales, inventory, covering books, etc). Each volunteer will serve 3 days.

Copies: Arrive at **8:30am**. Make copies for teachers. Training for the copy machine will be provided. This person is required to check in weekly, (on the morning of your child's day) for a semester. The amount of time required for copies varies from day to day. Therefore, the time each day varies from just the check-in and no copies to 30 minutes.

End of the Year Picnic Coordinator: Meet with a team prior to event (usually in April) to plan and coordinate End of the Year Picnic. Plan to attend food prep on Tuesday before the picnic and attend 2 class day's picnics to help set up, serve, and clean up.

Student Party Teams: Meet with Stephanie to plan and coordinate parties for all grade levels. Parties may be at a Summit or other location. A list of events to choose from will be posted at the beginning of the year. Teamwork may involve planning, shopping, set up and clean up, or other activities.

Friday 'til Five: I need a team of parents to manage and supervise social activities for 9-12<sup>th</sup> graders. **MAY NOT ALWAYS BE ON FRIDAYS.** Students will plan the schedule, maybe board games one week, capture the flag or an art activity on another. This parent team will schedule each other to supervise events. There may be occasional shopping, set up or clean up depending on events. Team can set a schedule of events. Each parent is expected to manage 4 events throughout the year. Middle School events will be scheduled sporadically throughout the year.

Staff Appreciation: This team will coordinate with Stephanie to do a few teacher appreciation events throughout the year. This may include coordinating some meals, shopping, decorating, etc.

Community Team: We heard from you on the survey and want to increase parent community. This team will plan and coordinate 4 parent events, one per quarter. These events may be homeschooled or non-homeschool related.

Buy-Out: If you do not have the hours to volunteer, you may pay \$140 cash to have someone else do your job for you. Summit is not "hiring" additional staff to complete volunteer hours but is facilitating you paying someone to do your job. The cash is then given to the person that takes over an extra task for the year.