

## **Volunteer Job Descriptions 2021-2022**

**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 days during the year.

**All Day Helper:** Arrive at **8:30am**, 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 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 morning a week for a semester.

**Pizza Coordinator:** Arrive at **8:15am**. You will assist students/parents as they submit pizza orders to ensure that process is completed properly. Bring the family folder bin and the wire basket with all the orders from the Commons to the Aide Area. Tally the pizza that was ordered for the day and make sure the kids paid properly. We have a form you can use and a cash bag for making change. You should be done by 9:30am. One day a week for a semester.

**After-School clean-up:** Arrive at **3:15pm**. You will be given an assignment to complete on a weekly basis for one semester. Examples might be vacuuming a couple of main rooms and all the adjoining teacher's rooms if they have put up their chairs, cleaning bathrooms, or gathering all of the trash in the two buildings. One day a week for a semester.

**Yearbook Designer:** One designer for each day (W/Th/Fri). Most of the work is loaded at the end of the year, and can be done from home.

**Yearbook Photographers:** Approx. four photographers for each day (W/Th/Fri). Attend 6-8 (based on length and location) Summit events throughout the year, come to Summit to take photos once per quarter for special days, and upload photos for use in yearbook in a timely manner. You will be working with Shannon Mullane. \*\*\*Photographers and family members must pay for their own admission to any field trips or events that are not held at Summit.

Videographer: Approx. three people for each day (W/Th/F), must be available to attend 7-10 performances (based on location and length). It is simply pressing the “on” and “off” button at the right time. Sometimes there is minor setup, but assistance is always available. No need to edit footage.

Performance Help: You will be assigned to one performance teacher to help in a variety of ways. Rounding up costumes, and props, back stage 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.

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

Elementary Christmas Party Coordinator: Meet with Stephanie to plan and coordinate Elementary Christmas Party. The parties are usually at The Westminster Rec Center for swimming, but that will be determined based on Covid regulations. Must attend the party to coordinate other volunteers for set up and clean up.

Secondary Fall Party Coordinator: Autumn Lights is a fall social event for high school students. Meet with Stephanie early in the school year, to set date, plan and coordinate event. Required to attend event to coordinate volunteers, set up and clean up.

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

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.

Copies: Arrive at **8:30am**. Make copies for teachers. Amount of time required for copies varies from day to day. Wednesday families have the highest workload, so this is a full-year commitment for Thursday/Friday families, and a one-semester commitment for Wednesday families.

**Thank you for volunteering! We couldn't do all these things for our kids and keep them safe without your help. It is very important that you are able to meet your commitment by being here each day you are expected and by arriving on time.**