

# VOLUNTEER DESCRIPTIONS

## *WEEKLY*

**Librarian/Library Helper** - Library volunteers will need to be available one day a week. Duties include receiving returned books, helping children check-out books, processing new books into the library, and reading to younger grades. This is a great way to interact with all the students at Heritage! Substitutes also welcome.

**Lunch Coordinator/Server** – The coordinator generates the schedule to ensure 2 lunch servers are assigned for each day of the week. Lunch servers serve lunch to the students on a weekly basis from 11:20-12:40. Also need people to substitute on an occasional basis.

**Prayer Coordinator/Volunteer** - Helps coordinate school-wide prayer meetings.

**Teacher Coordinator/Helper** – Volunteers will assist the teachers on a weekly or monthly basis to help teachers with misc. jobs such as making copies, laminating, doing the bulletin board etc.

## *AS NEEDED, FROM HOME*

**Babysitting Coordinator** – Organizes 2 adults/2-3 junior high students to watch children during the ICASA (school-wide association) meetings that are held 2 times a school year.

**Campbell Soup/Box Top Coordinator** – Overseeing the collection, organizing, and mailing of Campbell Soup labels and Box Tops. Also keeps a running tally of each classroom's collection for an end of the year pizza party.

**Hospitality Coordinator** – Helps new families transition into life at Heritage Christian School, and organizes hospitality services that are needed throughout the year for school events and school families.

**Hospitality Helper-** Assist the hospitality coordinator to plan/provide refreshments and/or other hospitable items/needs for school events.

**Room Parent Coordinator** – One volunteer to organize and coordinate the volunteers that sign up to be Room Parents for the year.

**TRIP/SCRIP Helper** - Two to four helpers needed to work with Marcie Ciha on this program that contributes money directly toward your child's tuition. Computer access needed. Possible duties include online ordering, pick-up and distribution, sorting and recruiting. Great for a detail person with math skills.

**Volunteer Coordinator/Helper-** Recruits volunteers to serve when the need arises for various activities, events, gaps and fill-ins. Maintains and updates a list of volunteers at the beginning of and throughout the school year. The majority of tasks will be phone calling and can easily be done from home. 1-2 volunteers needed to help Amy Sherman.

## ***SEASONAL***

**Award Certificates Creator**- Creates all certificates for the Award Ceremony at the end of the year. This entails printing, proofing, and collecting signatures.

**Book Fair Coordinator** - Organizes the school book fair which is a fundraiser for the school library and classroom libraries.

**Concessions Coordinator** – Coordinates purchase of supplies and scheduling of volunteers for home games during the Volleyball & Basketball Season.

**P.E. Aide** – Assists Connie Keel in Physical Assessment Tests for the students during PE in the spring.

**Snack Coordinator** - Organize, collect and distribute snacks for the HCS music concert practices 2X a year.

## ***AS NEEDED, AT SCHOOL***

**Alumni Coordinator** - Maintain a list and summary of past Heritage graduates. This position aids the Public Relations Committee.

**Classroom Aide/ Substitute**- Classroom Aides will be contacted whenever Heritage Christian School needs a classroom substitute and no certified substitutes are available.

**Office Helper** – Assist the office staff with papers for Friday folders.

**Photographer** - Photograph school events, organize photos, and submit them to the Public Relations Chair.

**Postal Mailings Coordinator** - Works with the office to prepare mailings for the mail. Coordinates volunteers to assist with folding, stamping and envelope stuffing, etc.

**Substitute Lunch Server** – an occasional need to be on call to serve lunch from 11:20-12:40.

## ***SCHOOL COMMITTEES***

**Curriculum Committee** – The Curriculum Committee is responsible for evaluating school curriculum, including supplemental teaching materials, in order to make recommendations to the Board of Directors. They also are responsible for maintaining the curriculum review schedule and other associated documentation. Meetings are short and purposeful.

**Facilities Committee** – The Facility Committee is responsible for ensuring that the school grounds, building, and property remain in good working order. The committee handles small repairs and organizes three school workdays throughout the year. There are few, if any, organized meetings. Communication is handled via email as the needs arise. People with repair and maintenance talents, painting, and organizational skills would fit well in this committee.

**Faculty Committee** – The Faculty Committee researches and makes recommendations to the Board on topics which affect school personnel, including compensation, policies, training, and performance.

**Finance Committee** – The Finance Committee is responsible for oversight of the finances of HCS.

**Fundraising Committee**- Representing the major catalyst allowing parents to not have to pay the full cost of tuition, the fundraising committee strategically plans and executes activities that 1) provide funds for the school, and 2) project positively in a “public relations” light. Parents are required to sign-up to contribute in the planning and production of at least one of the three major events.

**Library Committee**- Approve library purchases and procedures and discuss continued library development. This committee will be crucial to bringing the library up to accreditation standards.

**Public Relations Committee** – The Public Relations Committee is responsible for the marketing and promotion of HCS in the local community. This committee also generates the three annual Heritage Herald newsletters.

**Technology Committee** - The Technology Committee evaluates technology needs, the condition of current technological equipment, maintenance of computer software and hardware, and work to fulfill needs as they arise.



