

Volunteer Job Descriptions 2019-2020

Lunch Volunteer: Arrive at **11:10am**, sign in at the front office. You will be assigned to work with either k-3rd, 4-6th or high school. Jobs include setting up tables/chairs, serving pizza, monitoring, cleaning, serving kids' needs, vacuuming, and picking up. We are usually done by 12:35pm. Occasionally there is an extra 5 minutes added to each end for a monthly staff meeting. You will not necessarily serve in your child's grade level. Other children are welcome to come with you. 6 days during the year. **About 10 hours**

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. **About 21 hours**

Morning Monitor: Arrive **8:05am**. Sign in at the front office. You will be assigned to either the front or back door in the Commons. Help kids with heavy loads, make sure the path is free from ice, 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. Tardy students need to check in at the office. Report incidents, including student behavior, to Summit staff. One morning a week for a semester. **About ½ hour each time, approx. 15 times/semester = About 8 hours**

Afternoon Monitor: Arrive at **3:05pm**. Sign in at the front office and go to the Commons. You will be assigned either to monitor the front door (where kids may exit only WITH THEIR ADULT) or outside the back door, where you will tell Julie (via Walkie Talkie) the last names of parents coming to pick up students. Julie will then announce them over the loudspeaker. Oversee general safety between cars and students. Report incidents, including student behavior, to Summit staff. One morning a week for a semester. **About ½ hour each time, approx. 15 times/semester = About 8 hours**

Pizza Coordinator: Arrive **8:15am**. You will supervise student/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 Aid Area. Tally the pizza that was ordered for the day and make sure the kids paid for it. We have a form you can use and a cash bag for making change. You should be done between 9:30 and 10:00am. One day a week for 10-12 weeks (⅓ of the school year). **About 15 hours**

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. **About 45 minutes each time = About 12 hours**

Yearbook Designer: One designer for each day (W/Th/Fri) **About 25 hours**

Yearbook Photographers: Two 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. ***Photographers and family members must pay for their own admission to any field trips or events that are not held at Summit.

About 20

Destination Imagination Coaching: Starting toward end of September and going all the way into spring. Attend 6th Period Destination Imagination class one day a week to coach the students on their projects and then attend the all-day competition in spring. This may require some out-of-school practices once competition draws near, and more rehearsal and another competition day if the team proceeds further to the state or global competitions. **30+**

Videographer: Two or 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. The computer class will then edit footage. **About 15 hours**

Elementary Winter Party: Meet w/ Stephanie in September to plan the party and help shop as needed. On the day of the party (December) you will help with set up, be present for the party and help clean up. **About 18 hours**

High School Fall Party (grades 7th-12th): We are looking for only one person for all three days that would be possibly be interested in heading up the Fall Party (which used to be in January, but may now be in October, for better weather) for the next few years. The coordinator meets with Stephanie for planning (music/games/food/raffles/etc.), and will be responsible for shopping, set up, breakdown, cleanup, etc. You will have a team of chaperones to help at the party, but most of the job is done solo. The coordinator from the last few years will be working with you the first year to walk you through the training. **About 20-25 hours**

End of Year Picnic Coordinator: Attend planning meetings, help w/ shopping as needed, arrange for helpers, set up on Tuesday, attend two of the three picnic days (W/Th/Fri) from 8:30am - 1:30pm. **About 20 hours**

Hospitality: Teacher appreciation throughout the school year, coordinating with Stephanie Scarato. Planning and serving meals, decorating, etc. **About 15 hours**

Sewing Aide: Assist Debbie Campbell’s sewing class first or third hour. Sewing experience is needed. 1 person for each day. (Wed, Thurs, Fri), semester long commitment **About 15 hours**

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. **About 5-10 hours**

Textbooks: Assists Monica Dunne when needed throughout the year, possibly including some days in June/July/August (Book Fair, book sales, inventory, covering books, etc). **About 18 hours**

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. The cash is then given to that person.

Copies: Arrive at **8:30am**. Make copies for teachers. Amount of time required for copies varies from day to day. One day a week for the year (it used to be for the semester, but the workload is usually light). **About ½ hour each time = About 15 hours**

**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.
Thank you for volunteering!**