



# **St. Andrew the Apostle Catholic School** **Volunteer Positions 2018-2019**

## **DESCRIPTION OF VOLUNTEER POSITIONS**

### **Adopt-A-Family Coordinator (1-2 people)**

Plan, organize, and coordinate the collection of goods/presents for school sponsored needy families during the Christmas season.

**Estimated Time:** varies                      **Where Accomplished:** Home/School                      **When:** November/December

### **Alumni Coordinator**

Maintain contact and foster development of school alumni. Invite alumni to special school events, include alumni in fundraising outreach, and use alumni as a referral network for current students (high school choices, career options, etc.). Set an alumni link on the website with pictures, etc., and an "alumni spotlight" including past student accomplishments.

**Estimated Time:** 30+ hours                      **Where Accomplished:** Home/Other/School                      **When:** School year

### **Art Room Volunteer (\*2 hours credit per class)**

Assist Art Instructor during scheduled art classes. Activities include set-up, distribute materials, assist students with projects, and clean-up materials at the end of the class. Sign-up to volunteer on [www.signupgenius.com](http://www.signupgenius.com).

**Estimated Time:** 1 hour per class                      **Where Accomplished:** School                      **When:** School year

### **Back-to-School Supplies Coordinator (Rising 8<sup>th</sup> grade parent)**

Organize purchases through the school store and distribute the school supplies ordered over the summer.

**Guaranteed:** 40 hours                      **Where Accomplished:** Home /Other/School                      **When:** June - August

### **Back-to-School Supplies Volunteer (Rising 8<sup>th</sup> grade parents)**

Assist the Back-to-School Supplies Coordinator in purchasing and distributing school supplies.

**Estimated Time:** 3 hours                      **Where Accomplished:** Home /Other/School                      **When:** June - August

### **Band Parent Lead**

Create e-mail lists, coordinate receptions, and recruit volunteers to help with trips as chaperones. Assist in arrangements for the band trip, any performances, and provide any other help needed by band instructor.

**Estimated Time:** 10 hours                      **Where Accomplished:** Home/ School                      **When:** School year

**Barnes & Noble Night Coordinator**

Organize and publicize this fundraising event to the school and parish community, coordinate with school groups, i.e., the music program, for arranging entertainment for the event, and collect and submit proceeds to the PTO.

**Estimated Time:** varies                      **Where Accomplished:** Home/Other/School                      **When:** October - December

**Book Fair Coordinator**

Decorate space using book fair themes, create events to drive participation (i.e., Guessing Jar, Donuts for Dads, Family Night, etc.), coordinate staff for setting up, working during fair, and cleaning up after fair. As the librarian is still teaching during the week, coordinating this event is truly a partnership.

**Guaranteed:** 40 hours                      **Where Accomplished:** Home/School                      **When:** Fall/Spring

**Box Tops Coordinator**

Provide information and market the Box Tops Program to the school and parish communities and coordinate the collection of box tops from the school and parish for redemption.

**Estimated Time:** 20 hours                      **Where Accomplished:** School/ Home                      **When:** School year

**Boy/Cub Scout/Trail Life Leader**

Serve as a leader for a St. Andrew scout troop.

**Guaranteed:** 20 hours                      **Where Accomplished:** Other/School                      **When:** School year

**Catholic Schools Week Coordinator**

Plan and organize the teachers’ lunch (funded by the PTO) and the teachers’ gifts.

**Estimated Time:** 15 hours                      **Where Accomplished:** Home/School                      **When:** January

**Catholic Schools Week Committee Member**

Assist the Catholic Schools Week Coordinator as necessary for teacher appreciation days.

**Estimated Time:** Varies                      **Where Accomplished:** Home/School                      **When:** January

**Chili Cook-off Coordinator**

Organize, promote, and run this social event for the school and parish. Determine the theme, location, and “rules” of the cook-off.

**Estimated Time:** 15+ hours                      **Where Accomplished:** Home/Event location                      **When:** Winter

**Chili Cook-off Volunteer**

Assist the Chili Cook-off Coordinator as needed.

**Estimated Time:** 5 hours                      **Where Accomplished:** Home/Event location                      **When:** Winter

**Choir Parent Lead**

Create e-mail lists, coordinate receptions, and recruit volunteers to help with trips as chaperones. Assist in arrangements for the choir trip, performances, and any other help needed.

**Estimated Time:** 10 hours                      **Where Accomplished:** Home/ School                      **When:** School year

**CYO Parish Representative**

Work with the local CYO representatives to coordinate participation of St. Andrew in various sports programs. Raise awareness of the CYO programs in the school and parish, organize teams, arrange for practice locations/times, and the recognition of athletes and coaches.

**Guaranteed:** 40 hours                      **Where accomplished:** school                      **When:** year round

**CYO Head Coach**

Coach a CYO team for St. Andrew School students and St. Andrew Parish children.

**Guaranteed:** 40 hours    **Where Accomplished:** Outside of School    **When:** School year

**CYO Parent Liaison**

Act as a liaison between the Parish Representative and the team parents and players. Duties include player registration, uniform orders, sign-up sheets for team events, and recruiting parent volunteers to assist on game days (e.g. line judges for volleyball, scorekeepers, line judges for tennis matches, etc.).

**Guaranteed:** varies    **Where Accomplished:** Outside of School    **When:** School year

**Family Movie Night Coordinator**

Coordinate a "Family Movie" night in the Parish Hall to be held during the school year. Select "G rated" movie and activities, enlist adult supervision, promote event, and plan refreshments.

**Estimated Time:** 20 hours    **Where Accomplished:** School/ Home    **When:** varies

**Family Movie Night Volunteer**

Assist the Coordinator as needed. Tasks include setting up, making popcorn, serving food and beverages, providing supervision to children, and cleaning up.

**Estimated Time:** 3 hours+ per event    **Where Accomplished:** School/Home    **When:** varies

**Father/Daughter Dance Coordinator**

Plan, organize, and promote the annual dance held in early spring.

**Estimated Time:** 20+ hours    **Where Accomplished:** Home/School    **When:** Spring

**Father/Daughter Dance Volunteer**

Assist the Father/Daughter Dance Coordinator as needed – decorating, purchase of refreshments, set-up, supervision, and clean-up.

**Estimated Time:** 2-3 hours    **Where Accomplished:** Home/School    **When:** Spring

**Field Day Cookout Coordinator**

Organize the purchase and preparation of food for field day barbeque.

**Estimated Time:** 10+ hours    **Where Accomplished:** Home/Other/School    **When:** June

**Field Day Activities Volunteer**

Help with setting up and/or managing the field day games, lunch preparations, and service of food.

**Estimated Time:** 1-7 hours    **Where Accomplished:** School    **When:** June

**Forks, Corks, & Kegs Coordinator**

Coordinate this end of year fundraiser for the school. Arrange sponsors, work with the vendor/caterer for food pricing, coordinate the silent auction and volunteer staffing.

**Guaranteed:** 40 hours    **Where Accomplished:** Home/School    **When:** School Year

**Girl Scout Coordinator**

Represent school and parish Girl Scouts, establish incoming Girl Scout troops, welcome and educate new troop leaders, coordinate with Service Unit Leader, coordinate the annual Girl Scout Easter Basket charity.

**Guaranteed:** 10 hours    **Where Accomplished:** Home/School    **When:** School Year

**Girl Scout Leader**

Serve as a troop leader for a St. Andrew Girl Scout troop.

**Guaranteed:** 20 hours      **Where Accomplished:** Other/School      **When:** School Year

**Graduation Brunch Coordinator (7<sup>th</sup> grade parent)**

Plan, organize, and execute the 8<sup>th</sup> grade graduation brunch and recruit volunteers to assist with organizing donations from 6<sup>th</sup> and 7<sup>th</sup> grade class families, setting up, and cleaning up.

**Estimated Time:** 25 hours      **Where Accomplished:** School/Home      **When:** May/June

**Graphic Designer**

Design logos, flyers, signs, posters and t-shirts for school/PTO events and major fundraisers and assist with production of materials.

**Guaranteed:** 40 hours      **Where Accomplished:** School/Home      **When:** School year

**Grant/Proposal Writer**

Acquire grant funds for the school by researching, writing, and submitting grant proposals.

**Guaranteed:** 20 hours      **Where Accomplished:** Home      **When:** School year

**Health Screening Volunteer**

Assist the School Nurse as needed with the annual health screening activities.

**Estimated time:** 1-3 hours      **Where Accomplished:** School      **When:** September

**International Day Coordinator (5<sup>th</sup> Grade Parent)**

Assist the 5<sup>th</sup> Grade teacher in organizing activities, food, and scheduling for International Day.

**Estimated Time:** 10 hours      **Where Accomplished:** Home/School      **When:** varies

**Lamb Center Coordinator**

Send out emails and create weekly fliers for food donations for the Lamb Center. Pick up donated items from the school one day each week during Lent and deliver them to the Lamb Center homeless shelter in Fairfax. Deliveries of items must be coordinated with the Director of the Lamb Center.

**Estimated Time:** 15 hours      **Where Accomplished:** Other/School      **When:** Lent

**Library Volunteer (2 hours credit per class)**

Assist during scheduled library classes by re-shelving books, helping with book check-in and checkout, and otherwise assisting as needed. To volunteer, sign up on [www.signupgenius.com](http://www.signupgenius.com).

**Estimated Time:** 1 hour/class      **Where Accomplished:** School      **When:** School year

**Lunch Room Volunteer (3 hours credit per lunch period)**

Assist in the lunchroom during scheduled school lunches – setting up, serving, assisting younger students with their lunches, and providing additional supervision. To volunteer, sign up on [www.signupgenius.com](http://www.signupgenius.com).

**Estimated Time:** varies      **Where Accomplished:** School      **When:** School year

**Middle School Social Coordinator**

Coordinate with Middle School teachers, parents, and school administration to plan and organize 3 after school Middle School social events throughout the year.

**Estimated Time:** varies      **Where Accomplished:** Home /School/Other      **When:** School year

**Mileage Club Coordinator**

Organize running club for students and organize volunteers to run with students to ensure safety and adequate supervision.

**Guaranteed:** 20 hours

**Where Accomplished:** School

**When:** Fall/Spring

**Mileage Club Volunteer**

Assist the Mileage Club Coordinator with the club in the fall and spring after school.

**Estimated Time:** 20 hours

**Where Accomplished:** School

**When:** Fall/Spring

**Mother/Son Event Coordinator**

Arrange a Mother/Son event, prepare a flyer for family distribution, and coordinate activities on the day of the event.

**Estimated Time:** 10 hours

**Where Accomplished:** Home /Other

**When:** February/March

**Odyssey of the Mind Coordinator**

Coordinate the Odyssey of the Mind teams at St. Andrew. Ensure all eligible students interested in participating are placed on a team. Provide guidance and mentoring to volunteer coaches.

**Guaranteed:** 40 hours

**Where Accomplished:** Home

**When:** School year

**Odyssey of the Mind Coach**

Work as a coach for one of the St. Andrew’s Odyssey of the Mind teams during their after-school meetings.

**Guaranteed:** 40 hours

**Where Accomplished:** Home /School

**When:** School year

**Photographer/Videographer**

Take photos and videos at school, PTO, and classroom events. Implement photo sharing for classrooms and help organize photos for yearbook.

**Guaranteed:** 20 hours

**Where Accomplished:** Home /School

**When:** School year

**Programming Coordinator**

Bring relevant programming for parents and families to the school, identify topics, research and identify programming, find resources to meet interests/needs, book events, and market and host events.

**Guaranteed:** 20 hours

**Where Accomplished:** Home /School

**When:** School year

**PTO Dinner Coordinator**

Find a location for event, work with the vendor/caterer for food pricing, coordinate the silent auction with teacher donated events, track RSVP's from parents and teachers, copy auction item descriptions, create bid sheets, place sheets on clip boards, and bring to the event. Find 1-2 volunteers to help on the day of the event with setup, check in, and monitoring the silent auction.

**Guaranteed:** 40 hours

**Where Accomplished:** home/ event location

**When:** Last Saturday of January

**Race for Education Coordinators**

Organize this event in conjunction with the school office. Request parent volunteers to help with promotion and fundraising efforts and to help staff the race on the day of the event.

**Guaranteed:** 40 hours

**Where Accomplished:** School/Home

**When:** Spring

**Race for Education Volunteer**

Assist the Race for Education Coordinator as needed.

**Estimated time:** 3-5 hours                      **Where Accomplished:** School                      **When:** Spring

**Recess Volunteer (3 hours credit per full recess)**

Provide supervision to children during recess. During inclement weather, recess duty may occur in individual classrooms. To volunteer, sign up on [www.signupgenius.com](http://www.signupgenius.com).

**Estimated Time:** 1 hour                      **Where Accomplished:** School                      **When:** School year

**Scholastic Book Program Coordinator**

Serve as the Scholastic representative for each class, distribute of monthly order forms, collect completed forms and payment from students and teachers, and deliver orders when received from Scholastic.

**Estimated Time:** varies                      **Where Accomplished:** Home/School                      **When:** School year

**School Pictures Volunteer**

Assist the school staff and commercial photographer as needed for School Portraits. May receive a voucher towards the purchase of school portraits for time volunteered (at the discretion of the photographer).

**Estimated Time:** 1-4 hours                      **Where Accomplished:** School                      **When:** Fall/Spring

**Secret Santa Sale Coordinator**

Order items to be sold at the Secret Santa shop and organize volunteers to assist at shop.

**Guaranteed:** 40 hours                      **Where Accomplished:** Home/School                      **When:** November/December

**Secret Santa Sale Volunteer**

Help the Secret Santa Sale Coordinator as needed by volunteering for one or more shifts during the sale.

**Estimated Time:** 2-3 hours                      **Where Accomplished:** School                      **When:** December

**Spirit Night Coordinator**

Work with area restaurants to set-up “school nights” for the school families to come and dine with a portion of the proceeds going to the school. Promote the event to the school community and act as the contact responsible for returning collected proceeds back to the PTO/school.

**Estimated Time:** varies                      **Where Accomplished:** Home                      **When:** School year

**Spirit Wear Coordinator**

Work with vendors to offer a selection of school spirit wear to be made available for purchase by the school community. Act as the contact person for orders and payment and coordinate delivery of items from the vendor.

**Estimated Time:** 20 hours                      **Where Accomplished:** Home/School/Other                      **When:** Fall/Spring

**St. Joseph’s Day Table Coordinator**

Prepare this special feast to honor St. Joseph in the Italian tradition. Coordinate donations of food, beverages, and decorations from the school community. Help set-up, serve, and clean-up on the day of the event (held on the Feast of St. Joseph).

**Estimated Time:** 10+ hours                      **Where Accomplished:** Parish Hall                      **When:** March 19<sup>th</sup>

**Student Enrichment Coordinator**

Work with the school office to identify and schedule educational and enjoyable vendors for quarterly assemblies for the entire student body. Book performers using the budget established annually by the PTO.

**Estimated Time:** varies                    **Where Accomplished:** Home                    **When:** School year

**Talent Show Volunteer**

Work with the Talent Show Coordinator (Faculty position) to organize this school-wide showcase of our students’ talents. Reserve the Parish Hall (through the Parish Office), arrange seating, the stage area, and the sound equipment, recruit talent, conduct “auditions”, and prepare a program for the event.

**Estimated Time:** varies    **Where Accomplished:** School    **When:** During Catholic Schools Week (January)

**Technology Class Volunteer (2 hours credit per class)**

Assist the Technology Instructor in the Media Center during scheduled computer classes for the younger grade levels (K-2). Sign up on [www.signupgenius.com](http://www.signupgenius.com) to volunteer.

**Estimated Time:** 1 hour/class                    **Where Accomplished:** School                    **When:** School year

**Used Uniform Sale Coordinator**

Solicit donations of clean, used uniforms to be sold in the Parish Hall on two dates - one at the beginning of the school year and one at the end of the year. 100% of the proceeds go to the school.

**Estimated Time:** varies                    **Where Accomplished:** School                    **When:** Fall/Late Spring

**Used Uniform Sale Volunteer**

Assist the Used Uniform Sale Coordinator to collect uniforms and to work one or more shifts during the semi-annual sales.

**Estimated Time:** varies                    **Where Accomplished:** School                    **When:** Fall/Late Spring

**(In School) Volunteer Coordinator:**

Create and maintain the Recess, Lunch, Computer, Art, Library, and Lab Learner volunteer schedule for the calendar year using Sign -up Genius. Work with Sharon Arduini and the encore teachers 2 weeks before the start of school and during the first weeks of school.

**Guaranteed:** 40 hours                    **Where Accomplished:** Home                    **When:** 2 weeks before school begins through the first weeks of school.

**Welcome Committee Chairperson**

Serve as point of contact for new families, answer their questions, make introductions, and be a source of guidance through the start of the new school year. Create, print, and distribute New Student Welcome yard signs.

**Estimated Time:** 4-6 hours                    **Where Accomplished:** School/Home                    **When:** Ongoing

**Yearbook Editor**

Develop a Yearbook Club to document all school events and activities for compilation into an annual yearbook. Computer skills are required to navigate the Lifetouch software program. Be in contact with the school office, teachers, room parents and special event coordinators to arrange for photography of events throughout the school year.

**Guaranteed:** 40 hours                    **Where Accomplished:** Home/School                    **When:** Year round

**Yearbook Volunteer**

Assist the Yearbook Editor by serving as a photographer for school events, drafting the content, recruiting members of the Yearbook Club, facilitating club meetings, and helping as needed to create the school's annual yearbook.

**Estimated Time:** varies

**Where Accomplished:** School

**When:** Year round