

## Volunteer Job Descriptions

There are various and sundry ways to volunteer at St. Ambrose to benefit the community. We recognize that everyone's schedule and family life are not the same. That is why there are so many different opportunities to volunteer at our school to help make a difference and make it a better place for our students. You work a 9-5 job? We have volunteer jobs that can be accomplished in the evening. Have car issues? We have opportunities that can be handled through email and phone calls. There is something for everyone. As the saying goes, "Many hands make light work." If we all give some of our time and talents the children will benefit. Thank you for prayerfully considering the best use of your gifts.

### **Hospitality Coordinator**

This position is responsible for coordinating the 5 major receptions: First Communion, Confirmation, Shakespeare Dinner Theater, Kindergarten and 8th Grade Graduations and two Kindergarten events, Donuts with Dad and Muffins with Mom. This individual or Pair will ensure adequate supplies are on hand, provide knowledge and support for set up and clean up, and reserve the parish hall when needed. The individual will work closely with the homeroom parents informing them of needs regarding food, serving, etc. We hope this position will keep our receptions uniform and lighten some of the load on the homeroom parents.

### **Homeroom Parents**

Two parents per class are needed to work with the teacher as homeroom parents. This position includes helping organize class parties (Christmas and end-of-year), arranging chaperones for field trips and finding volunteers for class activities, coordinating class activities for Teacher Appreciation Day during Catholic Schools Week, and helping to organize one assigned school reception. The home room parents assist the teacher in choosing a theme for the Gala Basket donated by the class, collecting the donations, and assembling the basket. The homeroom parents work closely with the teacher, following the Homeroom Parent Guidelines. Deviation from these guidelines must be approved by the principal.

### **Photographers**

One or two people needed to take pictures of the students, teachers and parents engaged in school activities and special events, for use on the school web site and in the yearbook.

### **Spirit of St. Ambrose Committee**

Volunteers with marketing skills/interest are needed to focus on enrollment management, analyzing and defining enrollment goals and establishing strategies to reach those goals. Parents assist the principal with the organization and management of school Open Houses. Parents also assist the Development Director in creating fundraising opportunities and events that foster a sense of community.

### **STEM Committee**

This Science, Technology, Engineering and Math parent committee works to support the curriculum in these areas and provide enrichment through after school programs. We need Science Fair mentors and classroom volunteers, as well as people to help design activities and assist in after school or other types of enrichment. You don't need a science background, just enthusiasm and a willingness to have fun with science. When you sign up, include your areas of interest and availability, and science background, if any.

### **School Sign Coordinator**

Coordinates with the School Office to update the sign in the front of the entrance to the parking lot of the school. The sign can be changed on Mondays or Fridays.

### **Used Uniform Sales**

Volunteers needed to organize used uniforms for sales in August and prior to spring break. Includes setting up the sale the day before or the same day, documenting inventory sold to determine how much to pay those families who sold clothes at the sale, and packing up uniforms for storage at the conclusion of the sale.

### **Bulletin Board Helpers**

Volunteers needed to create the monthly "birthday bulletin board" to recognize student and staff birthdays. This can be done before, during, or after school.

### **Chess Club Assistants**

Volunteers needed to help supervise student chess club, no chess experience is necessary. This can be once a month, twice a month, or every week for one hour following school, depending on volunteer availability.

### **Gala Chair**

This position will work as a partner with the Development Director to plan the annual Gala Auction. Responsibilities include: overseeing subcommittees, working with the DD to design a theme and to develop a budget, tracking all expenses from subcommittees and reporting them to both the DD and the PTO Board. The person who volunteers for this position will receive a \$1500 tuition reimbursement and an exemption from playground and lunch room duty for the year.

### **Gala Solicitation/ Donations Committee**

The Solicitation Committee reports to the Gala Chair. Using the Auction! Software, this committee will send out solicitation letters and contracts to past donors requesting donations. Committee members will solicit local and remote merchants requesting auction donations via email, fax, and phone as well as visiting local merchants in person. Solicitations will also be requested from families who wish to donate either gift certificates or items to which they already have access, such as vacation homes, sporting events, etc. The committee organizes the auction items, makes the gala program and writes Thank You letters.

### **Gala Food & Beverage Committee**

This committee reports to the Gala Chair and plans and arranges dinner, beverages, etc., including:

- hiring and coordinating with the caterer,
- acquiring all beverages to be served (including licensing as necessary),
- arranging for volunteer Gala helpers for optimal food and beverage service, including bartenders and food servers.

### **Gala Marketing Committee**

This committee will be responsible for creating posters, bulletin inserts, and general informational flyers for the website and Wednesday folders to keep everyone informed regarding the Gala. This committee also assists in invitation and program design and tracking.

### **Gala Setup/Cleanup Committee**

Reporting to the Gala Chair, this committee reserves and provides for access to all facilities on the scheduled days for the setup, event, and clean up. The committee chair will coordinate setup/cleanup activities of all volunteers, working with the Decorations, Entertainment, Food, and Auction Committee Chairs with regard to room(s) layout. The bulk of this work is done the day before the event, the day of the event, and the day after the event.

### **Gala Decorations Committee**

Reporting to the Gala Chair, this committee coordinates with Event Greeters, Food, Donations, and Setup/Cleanup Committees to plan layout and thematic decorations of tables and other Gala facilities, and coordinates with Setup Committee for assistance of event preparation.

### **Gala Greeters & Checkout**

This committee will report to the Gala Chair and will collect, record, and organize invitation responses from the office, giving money to Gala Chair. The coordinator will also organize the committee to facilitate welcoming and checking in guests at the beginning of the event, and an orderly bidding and checkout process. The Chair will work with the Donations Chair and the Gala Chair to reconcile the invoices following completion of the Gala.

### **Fun Run Coordinator**

This volunteer will work as a partner with the Development Director to plan the Student Fun Run. Responsibilities include: assessing and coordinating volunteer efforts, tracking pledges, and coordinating setup and clean up for this event.

### **Oktoberfest Coordinator**

This position is responsible for assessing and coordinating volunteer efforts for food, beverage, decorations, ticket sales, and advertisement, as well as coordinating setup and clean up for this event.

**St. Ambrose 5K Coordinator**

This position will work as a partner with the Development Director to plan the St. Ambrose 5K in the spring. Responsibilities include: assessing and coordinating volunteer efforts, tracking participation, working with the race company to coordinate the event.

**Grant Committee**

Members of this committee will research, investigate, and write grant applications for the school.

**Book Fair Assistants**

Persons needed for two or three hours to help set up the November and/or May Book Fairs, assist students in choosing and buying books, and help pack up fair, all under the supervision of the librarian.

**School Picture Assistants**

Two/three volunteers are needed 2 mornings in the fall and spring to assist photographer by escorting students by class to the photographer.

**Library Assistants**

People needed for two-hour shifts to assist students during their Library period, to help with the Accelerated Reading Program, and to assist with organizing, filing, and shelving books.

**Three Kings Christmas Gift Shop Coordinator**

Volunteers needed to obtain gifts, assist students in choosing and buying gifts, set up and take down the gift shop, and to submit funds for deposit with the school office.

**Box Tops Education Coordinator**

This position is responsible for collecting box tops donated by each class, maintaining a running tally per class and per student, updating the status board in the cafeteria with class totals, and preparing box tops for submission to the company for reimbursement. Also prepares an award at the end of the year for the student and the class with highest donations.

**Campbell's Soup Label coordinator**

This position is responsible for collecting soup labels donated by classes and prepares them for submission to the company for reimbursement.

**Science Fair Judges**

Persons needed to judge 7th and 8th grade students' science projects 1-2 days in February.