



St. Andrew the Apostle Catholic School **Volunteer Positions 2017-2018**

DESCRIPTION OF VOLUNTEER POSITIONS

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

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

Guaranteed: varies

Where Accomplished: Home/School

When: Nov-Dec

Alumni Coordinator

Maintain contact and foster development of school alumni. Invite alumni to special school events, include in fundraising outreach and use 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 students accomplishments.

Estimated Time: 30hrs+

Where Accomplished: Home/Other/School

When: Throughout the year

Art Room Volunteer (*2 hours credit per class)

Assist Art Instructor during scheduled art classes. Activities include set-up and distribution of materials, assistance to students with projects and cleanup of materials at the end of the class. Signup to volunteer on signupgenius.com.

Estimated Time: 1 hour per class

Where Accomplished: School

When: School year

Back-to-School Supplies Coordinator: (Rising 8th grade parent)

Organizes purchase and distribution of the school supplies ordered through the school store over the summer.

Guaranteed: 40+ hrs

Where Accomplished: Home /Other/School

When: June - August

Back-to-School Supplies Volunteer (Rising 8th grade parents)

Assist the Back-to-School Supplies Coordinator as needed to purchase and distribute the school supplies ordered through school over the summer.

Estimated Time: 3hrs

Where Accomplished: Home /Other/School

When: Summer

Band Parent Lead

Create e-mail lists, coordinate post-concert receptions, and recruit volunteers to help at the concerts. Assist in making arrangements for the band trip, make photocopies, and otherwise assist as needed.

Estimated Time:10 hrs **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 (Music Program) to arrange for entertainment during the event. Responsible for collection and submission of proceeds to the PTO.

Estimated Time: varies **Where Accomplished:** Home/Other/School **When:** Oct - Dec

Book Fair Coordinator

Work with the school media specialist to schedule volunteers to help out with the book fairs.

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

Book Fair Volunteer

Works with the Book Fair Coordinator to work a shift at the School Book Fair.

Estimated Time: 2-3 Hours **Where Accomplished:** School **When:** Spring & Fall

Box Tops Coordinator

Provide information to families regarding collecting the Box Tops and market the program to the school/parish community for maximum return to the school. Coordinate the collection of Box Tops from the school/parish for redemption.

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

Boy/Cub Scout/Trail Life Leader

Serve as a leader for a St. Andrews 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 teacher gifts.

Estimated Time: 15 hrs **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 this social event for the school and parish. Responsible for determining the theme, location and “rules” of the cook-off, promoting and running the event.

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

Chili Cook-off Volunteer

Assist the Chili Cook-off Coordinator as needed.

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

Choir Parent Lead

Create e-mail lists, coordinate receptions, and recruit volunteers to help with trips as chaperones. Assist in making arrangements for the choir trip, performance, and otherwise assist as needed.

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

CYO Parish Representative

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

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

CYO Head Coach

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

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

CYO Parent Liaison

Acts as a liaison between the Parish Representative and the team parents and players - duties may include player registration, uniform orders, sign up sheets for team events, 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-popcorn & water/juice boxes.

Estimated Time: 20hrs **Where Accomplished:** School/ Home **When:**

Family Movie Night Volunteer

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

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

Father/Daughter Dance Coordinator

Plan and promote the annual dance held in early spring. Organizes team for refreshments, set-up, decorations and cleanup.

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

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:**

Field Day Cookout Coordinator

Organize purchase and preparation of food for field day barbeque.

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

Field Day Activities Volunteer

Help with setting up and/or managing the field day games. Help also needed with lunch preparations and service.

Estimated Time: 1-7 hrs.

Where Accomplished: School

When: June

5K/Fun Run Coordinator

Coordinate this fall fundraiser for the school. Arrange for sponsors, race day requirements, volunteer staffing, registration, etc.

Guaranteed: 40 hrs

Where Accomplished: Home/School

When: Late Spring – Sept

5K/Fun Run Volunteer

Assist the 5K Run Coordinator as needed, by taking the lead on specific components of the race.

Estimated time: Varies

Where Accomplished: Home/School

When: Late Spring – Sept

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, volunteer staffing, etc.

Guaranteed: 40 hours

Where Accomplished: Home/School

When: School Year

40 hours volunteer credit for this position.

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. Andrews’ Girl Scout troop.

Estimated Time: 20+ hours

Where Accomplished: Other/School

When: School Year

40 hours volunteer credit for this position.

Girl Scout Parent Volunteer

Assist the troop leader by planning and leading troop meetings, chaperoning troop outings (10 hours maximum for overnight outings), and special activities, or as otherwise requested by the troop leader (e.g., “Cookie Mom”).

Estimated time: Varies

Where Accomplished: Home/School/Other

When: School year

Graduation Brunch Coordinator (7th grade parent)

Plan and execute the 8th grade graduation brunch with a team of fellow class parent volunteers and assistance and donations from 6th and 7th grade class families Set up sign up genius for volunteers, donations for all brunch items, set up, clean up .

Estimated Time: 25hrs+

Where Accomplished: School/Home

When: May/June

Graphic Designer

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

Guaranteed: 40hrs

Where Accomplished: School/Home

When: School year

Grant/Proposal Writer

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

Guaranteed: 10-20hrs

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: Sept.

International Day Coordinator (5th Grade Parent)

Assist the 5th Grade teacher in organizing activities, food and schedule for International Day.

Estimated Time: 10hrs

Where Accomplished: Home/School

When:

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. Coordinates deliveries of items with the Director of the Lamb Center.

Estimated Time: 15 hrs+

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 as otherwise requested by the Media Specialist. To volunteer, sign up on 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 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 social events for the Middle School throughout the year. ie, bowling, ice skating.

Estimated Time: Varies

Where Accomplished: Home /School/Other

When: School year

Mileage Club Coordinator

Organize this running club for 6, 7 & 8th grade students, to include volunteers to run with students to ensure safety and adequate supervision.

Guaranteed: 20 hrs.

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 hrs.

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 (held in the spring of the school year).

Estimated Time: 10 hrs.

Where Accomplished: Home /Other

When: Feb/March

Odyssey of the Mind Coordinator

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

Guaranteed: 40 hrs+ **Where Accomplished:** Home **When:** School year

Odyssey of the Mind Coach

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

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

Photographer/Videographer

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

Guaranteed: 20 hrs **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+ hrs **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 on clip boards and bring to the event. Find 2-3 people committee members to help on the day of the event with setup, check in and monitoring the silent auction.

Guaranteed: 40hrs **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 hrs **Where Accomplished:** School/Home **When:**

Race for Education Volunteer

Assist the Race for Education Coordinator as needed.

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

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 signupgenius.com.

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

Refreshment/Hospitality Coordinator

Contact school families to request refreshments and paper products for various school events. Oversee the set-up of refreshment tables, food and beverages. ie, PTO board meetings, special events.

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

Scholastic Book Program Coordinator

Serve as the Scholastic representative for each class, responsible for monthly distribution of order forms, collection of completed forms and payment from students and teachers, and delivering 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 and Spring

Secret Santa Sale Coordinator

Orders the items to be sold at the Secret Santa shop. Organizes and coordinates volunteers for the Secret Santa shop.

Guaranteed:40hrs **Where Accomplished:** Home/School **When:** Nov/Dec

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 hrs **Where Accomplished:** School **When:** Dec

Spaghetti Night Coordinator

Organize the spaghetti dinner held the night before the annual 5K Run. Find volunteers to assist with the dinner. Promote with fliers.

Estimated Time: 10hrs **Where Accomplished:** Home/School **When:** Late Summer/Sept

Spaghetti Night Volunteer

Work under the direction of the Spaghetti Night Coordinator to prepare, set, up , serve and/or clean up.

Estimated Time: 2.5 hrs **Where Accomplished:** Home/School **When:**

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. Responsible to promote the event to the school community and to be the contact 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. Be the contact person for orders and payment and coordinate delivery of items from the vendor.

Estimated Time: 20 hrs **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, beverage & 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 19th

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 and stage area, sound equipment, recruit talent, conduct “auditions”, and prepare a program for the event.

Estimated Time: Varies **Where Accomplished:** School **When:** Late Fall/Event to be held during Catholic Schools Week (Jan)

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 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 and one end of each school 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 and work one or more shifts during the semi-annual used uniform sales.

Estimated Time: Varies **Where Accomplished:** School **When:** Aug/June

(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 and the first weeks of school.

Guaranteed: 40 hrs. **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 to contact them, answer 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, plan and host Faculty Welcome Back luncheon, plan the Parent Welcome Coffee, and plan the First Day/Week of school picnic.

Estimated Time: 20hrs **Where Accomplished:** School/Home **When:** Ongoing

Yard Sale Coordinator

Organize and publicize this event to the school, parish & local community. Arrange for donation of items and storage of items as received. Work with a team of volunteers to prepare and run the sale and to handle donation of unsold items to local charities post-sale. All proceeds go to the school PTO.

Guaranteed: 40hrs **Where Accomplished:** School/Home **When:** TBD

Yard Sale Volunteer

Assist the Yard Sale Coordinator with collection, storing and organizing donated items and preparing them for the sale (pricing). On the day of the yard sale, help to set up tables/racks/displays, handle sales and clean up at the conclusion of the sale (storing items, donating unsold items to local churches & outreach centers, etc.).

Estimated time: Varies **Where Accomplished:** School (off school hours) **When:** TBD

Yearbook Editor

Develop a Yearbook Club to document all school events and activities for compilation into an annual yearbook. Computer skills are required in order to navigate the software program through Lifetouch. 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