

VOLUNTEER JOB DESCRIPTIONS

Assistant to Nurse: Assist the nurse or fill in during an absence. Licensed nurses or parents are welcome.

Bid & Buy Chair: Head up the PTO booth at the Festival.

Cafeteria Worker: Help serve lunch in the cafeteria on a monthly basis. Hours are 11:45 am - 1:15 pm.

Catholic Schools Week: Help in one or more of the special events, coinciding with this week in late January.

Community Service (K-3): Assist in coordinating a community service project for Kindergartners through 3rd grade.

Community Service (gr.4,5): Assist in coordinating a community service project.

Community Service (gr. 6,7,8): Assist in coordinating service activities, most of which can be done from home. Activities may require small groups of students traveling to service locations, outside of school hours. Recruitment of chaperones for service outings.

Computer Lab (grades 1-6): Help edit projects on the computer, as needed. No skills required. Approximately 45 minutes per week.

Cookbook: Assist in continued sales and distribution of 100th year cookbook.

Count \$\$ for Magazine Drive: Count and tally magazine sales between 9 and 11 a.m. the week of the magazine drive in Sept. Work as many days as desired.

Count \$\$ for Raffle Drive: Help count the money during the raffle drive in the Spring.

Day of Reflection: Help plan and host a morning of spiritual reflection for members of the Parish. February or March.

Electronic Communication Project: This **NEW** committee is being formed to explore, develop and implement an electronic communication plan. This committee will report to the *Green Committee*.

Family Mentoring: Help acclimate new families to St. Mary School; includes phone calls and possible face to face meetings.

Fine Arts Night: Work or create an art station, set up & clean up.

Fish Fry: Assist in the planning and execution of the PTO Fish Fry during Lent.

Flower Sale: Help process & distribute orders for this sale in early spring.

Grants & Corporate Sponsorship: This committee needs volunteers who like to research on the computer. Perfect for people who can't get to school but want to volunteer!

Green: This committee wants to make SMS a greener community. The committee will explore and implement ways to lower our carbon footprint.

Home Prayer Program: Distribute provided materials that instruct about the Catholic faith with emphasis on devotion to Mary.

Hospitality: This committee brings fellowship to each SMS event, such as General Meeting, Open House, Family Art Night and others.

Library Volunteer: Checking books in & out, collecting fines, shelving and cataloging, reading stories to younger grades. (2 hrs. per week)

Magazine Drive Prize Shop: Help distribute prizes to students from 11:45-1:20 during magazine drive week in Sept.

Market Days: Help distribute Market Day orders once per month for 2 hours.

May Dinner: Help plan the PTO Spring Fling!

Office Assistant: Occasionally help with administrative tasks in the school office.

Open House Asst. to Teachers: Help the teachers set up for Open House in January.

OriginalWorks: This **NEW** fundraiser is quick and easy. Help the students create beautiful pieces of artwork that can be turned into various items such as coasters, tiles, t-shirts and bags.

Outdoor Beautification: Help make SMS a prettier place! Planting flowers, weeding and watering.

Outside Errands: Run local errands for the school office during the school year.

Picture Person: Introduce art reproduction to classes and lead a hands on project.

Playground Monitor (grades 1-5): Assist teachers to supervise students on the playground during lunch recess. (45 minutes, once per month)

Raffle Drive Prize Shop: Help distribute prizes to students during the raffle drive.

Room Mother: Organize and coordinate classroom parties, recruit parents to drive and chaperone field trips, assist teacher where needed.

Sacraments Hospitality: Provide hospitality receptions for the sacraments of Reconciliation, 1st Communion, Confirmation & Graduation.

St. Mary Players/Jr. Theater: Help w/ choreography, accompaniment, costumes, set, sound & ticket sales for this annual student theater production.

Sally Foster Pick Up: Help distribute orders to customers on pick-up day.

Santa's Workshop: Assist children in picking out the perfect gift. 2 hours in December.

School Supplies: Assist in purchasing, organizing and distributing school supplies. August.

Seniors Bingo: Assist with bingo in the Undercroft a few times per year.

Spiritwear/Uniforms: Assist chair in organizing and distributing sales.

Staff Hospitality: Help plan and prepare the Teacher Conference Dinner, Staff Christmas Lunch, Teacher Appreciation Day Lunch and the End-of-Year Breakfast, etc.

Student Appreciation Day: Volunteers are needed to help run "field games" for the students. 2 hours on 1 day during the last week of school.

Tender Mercies: Helping to provide and serve dinner to 50-60 residents @ Tender Mercies one evening during the winter (5:30-7PM) ages 10 & up.

Wellness: Provide information on better eating habits; assist cafeteria in providing alternatives for children.

White Envelope: Assist in stuffing the white envelope; Wednesdays; volunteer for one or all days!

Winterfest: Help plan the newest party for SMS! Scheduled for 2/27/10. Party planners needed. Chairperson needed for 2010-2011 school year.

Word Processor: Help type-up special projects in school office, as needed basis only.