

## **VOLUNTEER JOB DESCRIPTIONS**

**Assistant to Nurse:** Assist school nurse or fill in during nurse absence. Licensed nurses or parents welcome!

**Catholic Schools Week:** Help with Friends and Family for Lunch in January.

**Day of Reflection:** Help plan and host a morning of spiritual reflection for members of St. Mary School and Parish.

**Family Art Night:** Create or work at an art station; help with set up and clean up.

**Family Mentoring:** Help acclimate new families to St. Mary School.

**Flower Sale:** Help process orders and distribute gift cards to local garden centers.

**Home Prayer Program:** Distribute (provided) materials that teach about the Catholic faith, emphasizing devotion to Mary.

**Hospitality:** Help bring fellowship to SMS meetings and events (September Meetings, Open House, etc.); donate food when needed and help prepare for the meetings/events.

**Library:** Check books in and out, shelve and catalog books, collect fines, read stories to younger grades. Weekly, 2 hours.

**Magazine Drive – Count Money:** Count and tally magazine orders and money. Mornings during Magazine Drive.

**Magazine Drive – Prize Shop:** Distribute prizes to students during Magazine Drive. Afternoons during Magazine Drive.

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

**Open House (Assist Teachers):** Help teachers set up for Open House during Catholic Schools Week in January.

**Outdoor Beautification:** Help plant flowers and with minor landscaping cleanup in front of school. 4–5 hours/year.

**Outside Errands:** Run local errands for the school office.

**Phone Coverage:** Answer phones at school during All School Masses and special church services.

**Playground Monitor (Grades 1&2 or 3-5):** Help supervise students on playground during recess. Monthly, 30 minutes.

**Raffle Drive:** Help count money and reconcile students' award tickets (for prizes). Mornings during Raffle Drive.

**Room Parent:** Organize and coordinate classroom parties, help teachers as needed and recruit parents for field trips.

**School Garden:** Help bring the benefits of gardening to the students.

**Seniors Bingo:** Help with the bingo for senior citizens a few times per year (at school).

**Spirit Wear:** Help organize and distribute orders. Help sell Spirit Wear at various school meetings/events.

**Staff Hospitality:** Donate food and help prepare for events such as: Teacher Dinner (during conferences), Staff Christmas Lunch, Staff Appreciation Day Lunch, End of Year Breakfast, etc.; coordinate birthday gifts for faculty.

**Uniform Exchange:** Help manage the uniform exchange and lost and found areas.

**Walk-a-Thon:** Help plan this fun event for the students held in May.

**White Envelope:** Help stuff White Envelopes in the school office. One Wednesday per month, 8:30-9:15 AM.

**Word Processor:** Help type special projects in school **office**, as needed.