



Summer Academy 2024 Service Guide

I. Schedule/Overview of Sessions

- Session I: June 24-28, 8:15am-2:45pm
- Session II: July 8-12, 8:15am-2:45pm
- Session III: July 15-19, 8:15am-2:45pm

Arrival is at 8:15 am in the Gym.

Dismissal is at 2:45pm from the Church

II. Service Needs

In order to provide the Summer Academy, St. Benedict Church relies on the generosity and assistance of many people. In addition to teachers, volunteers are essential to the program. The volunteer positions include the following:

- Classroom aides
- Prep Crafts
- Help students with crafts/service projects
- Help with lunch time, monitor behavior and help with clean up
- Hall buddy
- Setting up and cleaning up craft/service projects
- Game coordinators
- Hall monitors/messengers, delivering supplies to teachers, etc.

Eligibility - Students

- Serving at Summer Academy is offered to Confirmation students entering their final year of preparation (8th grade), as well as all high school and college age students. If you are interested, sign up info will be posted on the Summer Academy page of St. Benedict's website sometime in March, 2024.
- It is helpful if participants can volunteer for an entire week of Summer Academy, but that is not necessary. All help is accepted, provided a schedule can be arranged in advance.

Eligibility - Adults

- Catechists -We work with an adaptive curriculum for a summer intensive program; lesson plans and ideas are included. These are paid positions. All grades 1-7 are available. Catechists can participate one, two or all three weeks.
 - Virtus (3 hour child safety) training is required.
 - Complete background check, with fingerprinting, is required.
- Nurse -or person qualified in another medical field (EMT). Nurses can participate one, two or all three weeks.
 - Virtus (3 hour child safety) training is required.
 - Complete background check, with fingerprinting, is required.
- Volunteers - Parents are encouraged to volunteer while their children attend SA. One or more days (AM, PM or both) would be greatly appreciated.
 - Virtus (3 hour child safety) training is required.
 - Complete background check, with fingerprinting, is required.
- EDP (Extended Day Program) - Any adult over the age of 18 is encouraged to participate for an awarded stipend. They can work one or two hours a day, any day or days of the week or the full week.
 - Virtus (3 hour child safety) training is required.
 - Complete background check with fingerprinting is required.

III. ASSIGNMENTS

Door Monitor

Monday of each session, 8:15am-8:45am

- Ensure that only RE teachers, volunteers, families/students enter school building
- Oversee sign-in of teachers/volunteers at gym entrance, distribute ID tags, as necessary
- Direct families to class tables in the gym

Tuesday - Friday of each session, 8:15am-8:45am

- Ensure that only RE teachers, teen volunteers, families/students enter school building
- Oversee sign-in of teachers/volunteers at gym entrance
- Direct families to class tables in the gym

Monday - Friday of each session, 8:15am-8:45am

- Direct teachers/students from class to class, bathrooms, etc., as needed
- Monitor door for entry of afternoon volunteers.

Monday - Friday of each session, Noon-2:45pm

- Direct teachers/students from class to class, bathrooms, etc., as needed
- Monitor door for recess sessions.
- Monitor doors of Church for prayer service at 2:20/pickup at 2:45pm

Classroom Aides

Monday -Friday of each session, 8:15am-8:45am

- Oversee (with catechist) children as they assemble in gym at the appropriate class table
- Assist with attendance, "do now" activities until opening prayer/dismissal to classrooms

Monday - Friday of each session, 8:15am-2:45pm

- Assist teacher in classroom or other meeting space as directed
- Assist with overseeing movement of children from class to specials (using class signs), and with bathroom breaks
- Break time during class lunchtime (after class is in cafeteria)
- Assist with recess

"Specials" Aides

Monday of each session, 8:15am-8:45am

- Assist with distribution of materials to classrooms, supply areas
- Prep "specials" as needed

Tuesday-Friday - of each session, 8:15am-8:45am

- Assist with outdoor drop off of children
- Help escort children to assigned tables in cafeteria
- Assist with distribution of daily materials to classrooms, supply areas
- Prep "specials" as needed

Monday - Friday of each session, 8:45am-11am

- Assist with Crafts specials in the gym

Monday-Friday of each session, 12:30pm-2:20pm

- Assist with 2nd special in Gym/Maker's Space/Church as assigned.

Monday-Friday of each session, 2:20-2:45pm

- Assist with closing Prayer Service

Recess Aides

Monday - Friday of each session, 11:35-Noon or Noon-12:25

- Assist class aides with overseeing children
- Assist with organized games/activities

Hall Monitors/Messengers, etc.

Monday - Friday of each session, throughout the day

- Assist as directed by coordinator

IV. LOGISTICS

Arrival/Departure

- Daily sessions begin in the *Gym/Cafeteria*. Please use school doors (#1), and proceed to the *Gym*.
- Sign in at the table at the *Gym* entrance, and pick up your Volunteer lanyard, which must be worn at all times.
- In the *Gym*, tables will be marked by class. Please be at your class table or other assignment by 8:15 am (or your assigned time)
- In the event you cannot arrive by 8:15am (or your assigned time for a given day), please let the RE office know in advance
- After children are dismissed (or at your assigned departure time), sign out and leave your lanyard at the front table in the lobby of the school.
- Adhere to the Volunteer Code of Conduct.

V. TRAINING

- Training sessions (45min-1hr) will be scheduled in the weeks leading up to Summer Academy.
- There will be at least one late afternoon session and one Saturday session to choose from.
- Training will be provided for the various assignments, including specific preparation for the various workshops and activities specific to the curriculum for Summer Academy 2024.