

## **Parent Participation Program Job Descriptions**

All volunteers who are in contact with students must be background checked, safe environment trained and take CMG driver training.

*Each school family is required to perform a minimum of 30 parent hours. Five of these hours must be completed at the annual carnival. It may require more than one job to complete the required hours. Hours will be tracked by through Gradelink. Please see directions at the end of this document. You can also log in hours in the binder in the office.*

**Job Title:** Morning or Afternoon Traffic Monitor

**Hours:** 7:15am to 8:00am or 2:30pm to 3:00pm

**Job Description:** Traffic monitor will help direct the proper traffic flow. Volunteers make sure that vehicles keep moving in the proper direction and make sure the children are safe.

**Suitability:** One must be assertive, firm and have a voice that carries well.

**Job Title:** Before School Yard Supervision

**Hours:** 7:15am to 8:00am

**Job Description:** Supervise children from kindergarten to eighth grade. Children should remain at the upper benches or in the school hall on rainy days. Students should be seated and not playing.

**Suitability:** Someone who is an early riser and/or does not need to get to work until after 8am. Must enjoy working with students and be able to manage them.

**Job Title:** Hot Lunch Program

**Hours:** 11:45am to 1:00pm

**Job Description:** Will distribute food to students. Assist students with opening packages. Volunteers will be responsible for before and after lunch clean up.

**Suitability:** Requires a Food Handler's Certification

**Job Title:** Lunch Time Yard Supervision

**Hours:** 12:00pm to 1:00pm

**Job Description:** Will supervise students while eating and at play. Students must clean area before playing. Make sure the students are playing in a safe manner, stopping any activity that may be hazardous or unacceptable. Inform the school staff when an incident may require further discipline or concern.

**Suitability:** Good judgement is a must. Enjoys working with children in a fun atmosphere yet be firm.

**Job Title:** Classroom Helper

**Hours:** Days and times may vary depending on the teacher

**Job Description:** Assisting a teacher in any capacity the teacher may need. For example, duplicating materials, preparing art projects, and assisting with small groups.

**Suitability:** A volunteer who enjoys working/interacting with teachers.

**Job Title:** PE Assistant

**Hours:** During school hours, 90 minutes per day per week

**Job Description:** Will assist the PE teacher with running physical education classes

**Suitability:** Able to give instructions in a clear, concise manner. Must like working outdoors and with children

**Job Title:** [School Sports Program](#)

**Hours:** Days and times may vary from approximately 3:00-5:00pm; games are usually on Saturdays

**Job Description:** Teach student athletes a variety of sports (i.e. flag football, volleyball, track & field, soccer, cheerleading). Volunteers will work with the school's Athletic Director to facilitate a fun and productive sports program. Must maintain all coach guidelines specified in the ICSL handbook. May include coaching, assisting with program and team parents.

**Suitability:** Must have some knowledge of the sport. Able to give instructions in a clear, concise manner. Must like working outdoors and with children

**Job Title:** [STEM Lab Helper](#)

**Hours:** Varies

**Job Description:** Will assist with students during class time in the lab.

**Suitability:** Must enjoy working with students.

**Job Title:** [Campus Maintenance / Repairs](#)

**Hours:** Varies

**Job Descriptions:** Help out with a variety of repairs and maintenance from basic cleaning, yard work, painting to plumbing and electrical as needed.

**Suitability:** Parents who get home very late in the evening and cannot help out during the school hours; parents who have skills in those areas.

**Job Title:** [Disaster Preparedness Program](#)

**Hours:** Days and times may vary

**Job Description:** Assist in developing and organizing a St. Adelaide Disaster Program. It will include arriving, obtaining and maintaining suitable and fresh inventory of disaster supplies and equipment (i.e. food water, first aid, clothing, etc.)

**Suitability:** A person who wants our children to have all supplies/equipment needed to survive through a disaster.

**Job Title:** [Office Assistant](#)

**Hours:** Hours may vary

**Job Description:** Will assist in running the school office. You will be asked to answer the phones, help keep office records, filling and other receptionist-type duties. Must maintain confidentiality.

**Suitability:** The volunteer should have good office skills; some first aid knowledge is helpful. One must have good judgment, loving hand yet firm and able to get along with a variety or personalities.

**Job Title:** [Parent Volunteers/PTG](#)

**Hours:** Various meetings; available for special events

**Job Description:** Help plan and conduct fundraising activities and social events. Members will provide communications between school families, teachers and administration with events for our school.

**Suitability:** Ability to collaborate and organize various activities

**Job Title:** [Alumni Committee](#)

**Hours:** Varies

**Job Description:** Create a database of alumni; develop events for alumni to reconnect with their school

**Suitability:** Ability to research and create database; ability to develop events

**Job Title:** [School Advisory Board](#)

**Hours:** Night meetings

**Job Description:** Advise/assist in the governance of the educational needs and aspirations of the school community. Assist in the areas of: Planning & Development, Marketing, Finances and Public Relations

**Suitability:** Have school's best interest in mind; maintain confidentiality; ability to collaborate with others to actively participate in development of various programs

**Job Title:** [Room Parent](#)

**Hours:** Varies

**Job Description:** Attend all PTG meetings; Serve as the liaison between PTG and parents. Will organize class celebrations; help with schoolwide events; organize one class food sale or fundraiser per year. Will organize/put together a class basket for carnival.

**Suitability:** Person with good organizational and communication skills, able to work well with others.

**Job Title:** [SCRIP Coordinator](#)

**Hours:** Varies

**Job Description:** Help support fundraising at our school by selling SCRIP (gift certificates). Maintain inventory and order when necessary. Help is also needed to sort out incoming orders and distribute them appropriately.

**Suitability:** Must be able to keep good records

**Job Title:** [SCRIP Sales](#)

**Hours:** Varies

**Job Description:** Help support fundraising at our school by selling SCRIP (gift certificates).

**Suitability:** Must be able to work well with customers

**Job Title:** [Yearbook Committee](#)

**Hours:** Varies

**Job Description:** Will be responsible for helping to prepare pages for the yearbook; take and/or upload pictures to create pages.

**Suitability:** Must have some basic computer skills

**Job Title:** [Yearbook Class Parent](#)

**Hours:** Varies

**Job Description:** Will be responsible for preparing the class page for the yearbook; take and/or upload pictures to create pages.

**Suitability:** Must have some basic computer skills

**Job Title:** [Marketing/Website](#)

**Hours:** Varies

**Job Description:** Will be responsible for updating website and creating other marketing flyers or communication to promote our school and events

**Suitability:** Must have computer skills and creativity

**Job Title:** Development Committee

**Hours:** Night meetings

**Job Description:** Help plan as well as obtain long-range school needs. This is accomplished by the ability to find funds needed to acquire equipment or supplies required but not in the school 's budget. Also, find funds to develop a scholarship program.

**Suitability:** Research and networking are the keys for this position. Have the ability and knowledge of grant writing.

**Job Title:** Book Fair Helper

**Hours:** During Catholic Schools Week

**Job Description:** Will be responsible for setting up and selling merchandise throughout the event

**Suitability:** Must have good organizational skills

**Job Title:** School Cents Helper

**Hours:** Varies

**Job Description:** Will be responsible for advertising information for the program; (School Cents is a program in the Inland Center that gives us points for receipts that are logged in as well as other sponsored events. The points result in money for the school.)

**Suitability:** Must have good communication skills

Directions for submitting parent service hours on Gradelink:

1. Log into your child's Gradelink account using the family login credentials.
2. Click on the "Service Hours" tab on the left-hand side of your screen.
3. Click on the "Family" tab on the right to submit parent hours.
4. Type in the date of the performed service, amount of time spent performing the service, a description of the service and the staff member who supervised/approved the service.
5. Service hours will be approved by the school administration.
6. The same process is used for middle school students completing their required service hours, except they will log their hours under the "Student" tab.