

VOLUNTEER JOB DESCRIPTIONS

This is a listing of the volunteering possibilities and a short description of each.

Room Parent: These parents plan and attend the class parties. Money is collected from each student at the beginning of the year to be used for the parties. Treats are provided with the help of other parents who sign up.

Providing Treats: These parents agree to provide treats for the class parties. You will be notified by the room mothers what is needed to be made or brought for the parties. You can also decide which grade level you choose to sign up for if you have more than one child in the school.

Playground Helpers: These parents assist the teacher on duty to supervise children during their recess time. Parents will be responsible for the entire time (12:00-12:50)
A teacher will always be on duty as well, if you have a question about any behaviors.

Lunch Room Aide: Responsibilities include helping small children with trays and condiments as well as behavior and manners at the table so the teachers may have time to eat.

Lunch Room Milk Clerk: Responsibilities include recording purchased milks and fresh fruit.

Teacher's Aide: This could mean checking papers for the primary teachers, helping with art projects, or being available to help teachers during class time. If you work outside of the home or have other little children, checking papers could be done at home. If you are available to help at times in the classroom let us know that too and we can see what might work out.

Outdoor Classroom Volunteers: These people will be available to help maintain the Outdoor Classroom area by assisting in clean up and help with improvements as needed throughout the year.

Grant Writing Group: The goal will be to research and help develop grants for all areas of the school.

Paper Recycling Coordinator: Monitor bins, inform community on recycling efforts and contests, encourage greater participation to increase profits to St. John's.

Adopt a Highway Coordinator: Organize clean-ups four times per year. Submit activity cards to MoDot.

School Photo Coordinator: Contact local newspaper (Missourian.) to schedule photo opportunities. Be the go-to person for teachers, and event organizers to contact for scheduling photos. Submit photos when photographers are not available. Monitor that St. John's is featured on a steady basis throughout the year.

Labels for Education and Box Tops for Education Coordinators: Responsibilities include trimming, sorting, counting and packaging all labels.