

Volunteer Opportunities at Sacred Heart Academy May, 2016

At Sacred Heart Academy we place a particular emphasis on the role of parents as the primary educators of their children. Our work in educational ministry is designed to serve parents in their roles as academic and religious formators. One way to ensure that our work is collegial and mutually beneficial is to open our doors to allow parents to work alongside our faculty through various volunteer opportunities.

Because we know that every family is different and that some times of life afford greater or lesser opportunities for volunteerism and because we value the spirit of charity and generosity that moves parents to be active in the life of our Academy, we require no set number of volunteer hours of our families. Instead, we hope to foster a spirit of community and mutual self-giving that encourages the administrators, faculty, pastors, and families to work together to facilitate this great and noble work.

You can review the following descriptions of a number of volunteer positions. We ask that you complete the survey below to communicate both your talents and your availability to the head of our Parent-Teacher Committee for distribution to the volunteer program coordinators. Please prayerfully consider how God may be calling you to serve in this monumental effort of forming young Catholics.

Volunteer Service Areas:

** Below are very brief descriptions of these service areas. If you have an interest in serving in a particular position please write down the areas that interest you *even* if you have questions. A *“lead”* volunteer from each service area will be contacting you to answer questions and help you to understand what would be required before you are committed to any volunteer position. We hope that each parent/family will prayerfully consider checking 3-5 (with prioritizing your preferences ex. 1st, 2nd, 3rd) volunteer opportunities.

I. Teacher/Student/School:

(Gift areas at use: leadership, giving, shepherding, organization, educational/teaching, creativity, compassion, patience, wisdom, administration, knowledge, discernment, faith, evangelism)

***Room Mom** – “room mom/dad”: For each classroom, a parent volunteer will gather information on the following and communicate it on a regular basis to the parents from their particular grade: teacher assistance requests, in-class parties and field trips, Academy-wide volunteer opportunities, and other concerns that may arise. The room mom is to stay in touch with the teacher and assist them by acting as liaison with the parents so that everyone is kept

up-to-date and aware of opportunities to help classroom operations in small ways throughout the year. One coordinator needed for each grade level, full-time and CEC, Montessori, Music and Art.

***Library/books and book drives**– The library volunteer team will help our librarian to establish hours when volunteers can staff the library, assist students with book selection and check books in and out. Library volunteers will also help to sort new books and put them on shelves as well as help with book drives.

***Tutoring and Study Hall Monitoring** – Volunteers would schedule times when students need to be in the study hall (Academy Library) quietly working. Monitors are responsible for taking attendance and ensuring that students remain on task. Because the Study Hall is in the Library, the Library volunteers and Study Hall Monitors will work together to establish a schedule. ***Tutoring** is also under this category because the Academy hopes to establish a core of volunteers who are comfortable in the Library/Study Hall and thus could help students they may be tutoring to use these areas and references. A Tutor may also (but it isn't required) be part of the Library or Study Hall volunteer group.

***Driver for field trips/Chaperone** – On rare occasions, drivers and chaperones may be needed to transport students for field trips and extracurricular events. Drivers must be approved to transport children in addition to having the standard VIRTUS training and background check.

***Bulletin Board** – One or two volunteers who could work together to create content for the bulletin board in the school entrance area. This bulletin board is artistic and follows the liturgical year in nature and design.

II. Kitchen/hot lunch/lunch room and recess:

(Gift areas at use: works, service/helps, mercy, hospitality, organization, faith, evangelism, encouragement)

***Hot Lunch help** – Once a month on Tuesday mornings for prep work and/or Thursday for preparation, serving lunch, and clean up. (Tuesday prep 9-11:15am Thursday prep 8:30-11:30, Thursday serve 11am-1pm, Thursday serve/clean up 12pm-2pm)

***Pizza Lunch help** – Once a month on Thursday; prep work, serving lunch and clean up. Childcare volunteer positions are also available on the lunch days for mothers with young children serving in the kitchen.

***Childcare help** – A mother who is interested in watching the young children in the gym or booster room while the moms are down in the kitchen helping serve hot lunch.

***Lunch Room and Recess Monitor** – 2-3 people needed daily from 11:20am – 12:45pm. Lunch and recess monitors help to maintain order and cleanliness in the lunchroom as well as facilitate a safe, yet fun recess period. Our schedule is set up so that a volunteer can serve 1x/week, as often as every day, or perhaps only every other week. The important thing is that we have a group of many parents who are comfortable helping during lunch and recess (and we can accommodate parents with young kids too) so that we can fill in every day with a consistent set of moms/dads or we can draw from our sub list. This has been an important area for consistency and dependability so that the teachers can get a break in their day as well.

III. At- Home Volunteer Opportunities:

(Gift Areas at use: giving, service/helps, faith, organization, diligence, patience, hospitality)

***Cooking/kitchen**: prep work for hot lunches – for example, cutting fruit or vegetables.

***Meal preparation**: for teachers during conference week, or possibly other occasions. The parent volunteer is asked to prepare one or two food items and to deliver them to the Academy by 3pm on the day of conferences.

***Teacher Appreciation Week** – First week of May a week of “thanking” our teachers. Coordinating volunteers for events, meals etc for the week.

***Office type help**: phone calls, emails, paper work, cutting, copies, etc.

***Host Family**: you would be connected with a new family and communicate with them as necessary.

IV. Liturgical celebrations:

(Gift areas in use: organization, wisdom, discernment, evangelism, leadership, creativity, celebration)

***Saint Nicholas, Advent, Epiphany, Easter** – (for example) work with teachers and room coordinators to help organize and facilitate special liturgical celebrations that the Academy has approved.

V. Extracurricular:

(Gift areas in use: creativity, organization, wisdom, discernment, leadership, celebration, administration, faith, teaching, service/helps, giving and mercy)

***Fall Social and Spring Social** (middle school and high school)

***Field Day** (all students)

***Community Service** – organize opportunities for students to serve others in the community.

***Heart Prize** – help to organize and set up Sacred Hearts very own “art prize” held in the fall.

***Sports boosters** – Help with taking money, working in concessions, and doing the score board.

***Drama Program** – props, creating sets, variety show

***Uniform and Book re-sale** – organize and structure the re-sale of uniforms and books

VI. Office and Administrative:

(Gift Areas Used: administration, organization, service/helps, knowledge, evangelism)

***Volunteer in the office:** answering the phone, making copies, delivering mail to teachers, helping teachers with various things.

***Host family organizer:** Help to coordinate and connect existing families with new families. Establish a system and definition of merciful ways families can help new families feel welcome, answer questions, and build relationships.

*** Other administrative work:** – lunch order system, other mail to families/students, etc.

**** Please fill out this form and return it to the office at school. Also, keep the description pages at home for your reference.**

Name: _____

Students: Montessori – 10th Grade Full time and/or 2nd – 12th Grade CEC and/or CGS

Phone number: _____ (text this number yes ___ no ___)

Email: _____

Virtus Trained: Yes or No

Volunteer Areas of Interest: ** Please circle any areas of interest. (don't forget to mark 1st, 2nd, 3rd, 4th etc.) Write in questions or concerns. Let us know your availability (if you know what that will be) for next year. Again, please know that this does not mean you are committed. We will ask you questions as well to be sure that you would be a good fit for any/each team you would be on. Thank you for helping, taking the time to prayerfully fill out this form, and serving the community of SHA.

TEACHER/STUDENT/SCHOOL

Room Coordinator

Library

Study Hall

Tutoring

Driver/chaperone

Bulletin board

KITCHEN/HOT LUNCH/LUNCH ROOM AND RECESS

Hot lunch help (please indicate if you know serve, prep, clean up)

Pizza lunch help (please indicate if you know serve, prep, clean up)

Childcare help

Lunch room and recess monitor

AT-HOME VOLUNTEER OPPORTUNITIES

Cooking and kitchen prep for hot lunch

Meal preparation for teacher conferences of others in need

Office/Admin work

Host Family

LITURGICAL CELEBRATIONS

Saint Nicholas shop and celebration

Advent program/celebration

Epiphany

Easter celebration

Bulletin Board

EXTRACURRICULAR

Fall/Spring Social

Field Day

Community service

Heart Prize

Sports Boosters

Drama Program

Rummage Sale

Westfest

Auction

OFFICE AND ADMINISTRATION

Volunteering in the office

Host family organizer

Other admin work – (sometimes can be at-home work)

If you have other talents, suggestions, questions, or concerns fill in below: _____
