

Three Easy Steps...

Throughout the school year The Northlea Home & School/Council (H&S) works to make our school the best it can be. We have volunteers on committees, fundraising, advocating, and organising community events just to name a few. It takes a huge roster of volunteers to make all this happen. With over 600 families at Northlea E &MS, there are potentially over 1000 volunteers

have you volunteered lately?

This booklet has the job descriptions of the volunteer opportunities for the 2011-2012 school year. Some positions require a bigger commitment than others, while some are 30 minutes/year of your time. The descriptions reflect the time and level of leadership required to successfully fulfill the responsibilities. Please consider what experience, knowledge and expertise you could contribute to make our Northlea community even better.

Step 1

- Read Job Descriptions

Step 2

- Fill out form on last page and return to school

Step 3

- Make a difference at Northlea !!
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Coordinators

Co - Coordinator, Welcome Back BBQ This position will be shared with last year's BBQ Coordinator. The BBQ is held the second week of school and the commitment starts in the spring of the preceding year.

Privileges include choosing the activities for the BBQ, communicating with and supporting the Section Heads, ensuring they have sufficient number of volunteers, communicating with the school office regarding permits, communicating needs to school caretaking staff, recruiting teachers to BBQ, promoting the event with flyers or posters for the school halls and families, set up the day of the event, delivering flyers to notify the neighbours, supervising during the event and during clean up.

Section Heads for Welcome Back BBQ

Food: Work with BBQ Coordinators. Source and negotiate best prices for food and beverage requirements for the evening. Create meal deals/prices for food and also be there to receive, sign for, and oversee distribution of food throughout the evening. Organize set up of area. Responsible for sourcing out the volunteers needed for all food and beverage for the evening. The estimated time 12 hours.

Tickets: Work with BBQ Coordinators and responsible for the overall coordination of tickets. The role includes: sourcing and dividing tickets for each table/each ticket agent, scheduling and sourcing of volunteers to sell tickets throughout the night, and creating posters for each table. The estimated time is 8 hours.

Clean up Work with BBQ Coordinators and is responsible for the delegation and coordination of clean up volunteers. Work with school caretaking staff to ensure school property is sufficiently clean. Estimated time is 3 hours.

Entertainment Work with BBQ Coordinators booking and confirming entertainment. Scheduling and sourcing of volunteers to work each venue of the event. Estimated time is 8 hours.

Inflatable's Work with BBQ Coordinators and Inflatable Team Leaders, booking and confirming the 'inflatable's'. Scheduling and sourcing of Inflatable Team Leaders and volunteers to work each venue of the event. Assuring each volunteer arrives and knows what's to be done. Estimated time is 8 hours.

Inflatable Team Leader – work with Inflatable's Coordinator to see that you have volunteers and that they show up for each session (filling in as necessary). Estimated time is 4 hours

Coordinator (2-3 people), Teacher Appreciation Lunches This is a fun volunteer position and one that is greatly appreciated by the Northlea staff. Twice a year staff is treated to lunches (November and June) and a tea in February. The Coordinators pick a theme and solicit donations of home cooked dishes from the Northlea parents/caregivers. Coordinators are responsible for collecting, serving the food and cleaning up on the day of the event. Total volunteer hours for this position are approximately 30 hours for the school year.

Coordinator, Family Fun Night Family Fun Night is a Northlea tradition and the major fundraiser for the school. It is typically held in the month of February, but planning takes place several months prior to the date. This position has been shared between two people in previous years. Responsibilities include working with the H&S Fundraising Chair; liaise with the school administration and sourcing and managing a large group of volunteers (Food and Beverage Coordinator, Classroom Activity Coordinator, Ticket Sales Coordinator, Silent Auction and Raffle Coordinator, Social Series Coordinator). This role is responsible for providing the vision for the event and regular updates to the H&S/Council. The estimated time commitment is significant, but could be reduced if the position is shared between two people.



Yearbook Editors Best shared between 2 or more people: one person to project manage (establish work schedule/timeline, work with the printer) and the other to take on the technical aspects of the job. The current Editors will remain as advisors and help train new editors. This is a yearlong commitment that ramps up in the spring.

Co-Coordinator, Extra Curricular This position will be shared with last year's Extra Curricular Coordinator. Assist in co-ordination of new programs each term. Establish an efficient pick-up route by classroom for the instructor of each extracurricular activity.

Walk through first pick up in the first week of each term's activities with instructor (time commitment: 11:20 to 11:45 each lunch time in the first week, and 3:20 to 3:40 after school each day in the first week) Total time commitment: 10 hours per term.

Coordinator, Volunteer Appreciation This is a new position on H&S. We need someone who will take the time to make our volunteers feel appreciated and celebrate their hard work, time and commitment. This can be accomplished in many different, creative ways. This person will care about the volunteer as an individual and bear in mind their motivation when recognising their unique contributions to Northlea. This is a yearlong commitment, but has great flexibility in hours.

Coordinator, Walking Wednesday The Walking Wednesday Coordinator commits most of his/her time at the beginning of the year to plan and organize the main event which is held in October. This has included one large walk to school day that included prizes and kicked off the 'Walking Wednesday's program'. The scope and type of event has varied over the years and has included prizes for class participation with a "Golden Shoe Award" for the class with the greatest participation.

In addition, a prize was given to one student in each classroom that participated. The Coordinator is required to solicit any necessary prizes or treats and organize approximately 8 volunteers to stamp the hands of kids that walk to school on the event day and then distribute the prizes in the morning during class time. The Coordinator works with the school Administration to continue to promote Walking Wednesdays throughout the year. Interesting ideas to plan can be found at the following websites, www.saferoutestoschool.ca and www.iwalktoschool.org.



Volunteers

Welcome Back BBQ Volunteers Need 150 people for 30 minute shifts the night of the event. Areas include set-up, ticket sales, BBQing, food, bouncy castles, other amusements, and clean-up.

Safe Arrival Volunteers: The Safe Arrival Team consists of at least 25 volunteers; 20 regular volunteers and 5 back up. The Safe Arrival volunteers commit about 1 ½ - 2 hrs in the morning and/or between 45 minutes to an hour in the afternoon. Ideally, each regular volunteer does one Safe Arrival shift once every other week: the more volunteers, the more the work is shared.

PSP Volunteers: A Kiss-and-Ride (a.m.) is one element of the Parent Safety Program (PSP) that will be piloted in fall 2011. Volunteers assist children out of vehicles and get them onto the school grounds. The PSP team consists of at least 25-50 people, so that shifts can be limited to one morning each 2-4 weeks. Time commitment is ½ hour, 8:25-8:55 a.m., once every 2-4 weeks (more always welcome, of course).

Family Fun Night Volunteers Needs 150 people for 30 minute shifts the night of the event. Areas include set-up, ticket sales, food, basket raffle, other amusements, and clean-up.

Lost & Found Need 1 or 2 people to manage the Lost & Found. Once a month these volunteers lay all the Lost And Found items out on display for several days to allow students and parents a chance to view and collect lost items. After the allotted time unclaimed items are donated to a charity. Estimated time commitment is 2 hours per month.

It's Time to.....Volunteer

Thank you for taking the time to read through the volunteer opportunities. We value your time and appreciate your support.

The next step is to provide the following information in an email to homeandschool@northleaschool.ca as soon as possible. Or return this page to the school office.

We look forward to working with you and welcome to the Northlea Volunteer Team!

Name: _____

Email: _____

Phone #: _____

Volunteer Position(s):

You will be contacted by email to acknowledge your submission.

