

Volunteer Job Descriptions: In the Classroom

Room Parents

- 1) Assist teacher in coordinating classroom tasks and events, including the classroom volunteers, parties, field trips, and school activities
- 2) Create a class roster including email addresses and phone numbers so you can easily disseminate information to the parents in your class
- 3) Communicate information to parents about school events and volunteer needs
- 4) Help organize the Teacher Appreciation Coffee & Luncheon for your grade level

Classroom Aides

- Help with students in the classroom as determined by the teacher

Clerical Aides

- Help with classroom preparation work, including photocopying, collating, cutting, and laminating. Training on equipment will be provided.

Parties (2 parties each year: Holiday party in December and End of Year party)

- Help by either organizing the party and/or by bringing an item for the party

Computer Lab Assistants (weekly)

- Assist students in navigating to and opening the appropriate programs or websites as directed by the Computer Lab Teacher

Library Assistants (weekly, 30 minutes)

- 1) Help check books in and out of library
- 2) File books into the stacks
- 3) Help students find books

Science Lab Assistants (about 5 times each year)

- 1) Set up materials for hands-on science lab activities from bins in cabinets
- 2) Assist class with activity as teacher instructs and explains
- 3) Clean up and put away materials after lab

Art Aids

- 1) Assist Teacher in Art Room
- 2) Set up supplies
- 3) Clean up supplies

Yearbook

- 1) Coordinate getting photos or take pictures of students in their classroom and at school-wide events
- 2) Layout page for the class to be used in the Yearbook

Volunteer Job Descriptions: School Events –

We are planning for all of the events below, some may be in person and some may be virtual

Carnival – (VIRTUAL this year) this fun family Halloween event includes games, prizes, a cake decorating contest and much more. Volunteers may be needed to help run the game games. October 22. *May try to have an in-person carnival in the spring.*

Book Fair – the PTA sponsors an annual book sale to raise money to buy books for our school library and classrooms. Volunteers are needed to help set up and take down the books, to work the cash registers, and to help students find books.

Science Fun Fair – is a PTA sponsored event during which students' science projects are displayed. There are many fun and interactive science stations set up for students and families to explore, such as exploding volcanoes, slime, fossils, magnets, and more! Volunteers are needed to help set up student projects, to help run science stations during the Science Fun Fair Family Night, and to help take down student projects after the event.

Mov-a-Thon (formerly Jog-a-Thon) – this is a MACK fundraiser where students collect pledges for the number of laps that they complete around the upper field (or a similar physical activity) during a fun-filled morning. Volunteers help distribute lap sheets, mark laps, and help distribute water and snacks after the event.

Art Night – plan to view a fabulous collection of artwork created by each student at Mountain Avenue during the PTA visual art classes throughout the school year. Volunteers help by hanging up artwork and by taking artwork down after the event. Usually combined with Open House.

Field Day – is an annual event that brings together students for a morning of fun and games. The students engage in a variety of activities such as parachute, football throw, bucket brigade, etc. Volunteers assist in organizing and leading these activities.

Teacher Appreciation Coffee & Luncheon – each month a different grade level provides treats for our teachers and staff. Volunteers help by providing packaged items for the coffee and lunch. Volunteers are also needed to set up and clean up the luncheon. *At this time, all foods must be store-bought and individually wrapped.*

Beautification Day – this day is organized usually on Friday afternoons or Saturday mornings to clean up and add plants to the school in an effort to keep our campus looking beautiful.

Culture Night – is a celebration of different cultures at Mountain Avenue. Families are invited to set up tables/booths to represent their culture with foods, music, arts, posters, etc. Families/students are invited to perform cultural dances, songs, etc.

Variety Show—is a PTA run talent show. Volunteers will help make this show a success.