

# VOLUNTEER POSITIONS

Listed from Highest Commitment to Lowest Commitment

## **Faith Formation Catechist (Teacher)** \**specific number of teachers needed subject to change as necessary per grade level*

- Helps Teach Classes 2-4 times per month (Depending on Scheduled Breaks/Parish-Wide Activity Nights; Please Note: October only month with four classes)
- Teaching Lesson Plans and Activities in Classroom to students (Smaller Class Sizes of 12-15max). Total Prep time for Lessons is 10-20 minutes each week.
- Needed at HNOJ 10-15 minutes earlier than class time to gather class materials and bring to classroom (4:30/4:45pm, 6/6:15pm)
- Teaching Materials, Lesson Plans and Activities are Prepared for Teachers (Teaching Materials given to teachers for year, Lesson Plans and Activities are updated and available 1 week in advance for prep/planning for each class session)
- Option to Teach Alone or Teach with a Partner (Can list name for Teaching Partner Preference)
- Subs are available if unable to make class (24 hour notice preferred)
- Child Care Available if needed for Faith Formation Catechists (Teachers)

## **Faith Formation Substitute**

- Availability 1-3 times per month (Availability per month dependent on need for subs each month – will be asked via e-mail regarding Sub for Classroom or as needed elsewhere – typically 24 hour advance notice for ask of help)
- Available to help as Classroom Sub – Teach Classroom Lesson Plans/Activities (All Lessons/Activities Pre-Planned – see Faith Formation Catechist position above)
- Flexibility with helping as needed:
  - Hallway Monitor – Watch and keep track of students walking to bathrooms, leaving class early, etc.
  - Front Desk Attendant – Answer Phone Calls from Parents/Take Notes, answer questions regarding classroom locations, stay with students getting picked up early/leaving early
  - Sticker Store Helper – Help set-up Sticker Store Items, Bring Classes down to Sticker Store Area
- Child Care Available if needed for Faith Formation Subs

# VOLUNTEER POSITIONS CONT.

## Gym Coordinator

- Helps 2-4 times per month
- Chaperones the Gym area while students play games together and get energy out before class
- Gathers gym balls from Catechist Resource Room for Open Gym time from 4:15-4:45 p.m.
- Needed at HNOJ 5-10 minutes earlier than Open Gym time to gather materials and open up gym area.
- Excuses students from Open Gym Time with enough time to head to class rooms.
- Gathers gym balls after Open Gym Time to put back to Catechist Resource Room.
- Child Care Available if needed for Gym Coordinator

## Front Desk Attendant

- Helps 2-3 times per month (Rotating Schedule with other Front Desk Attendants – One Front Desk Attendant Scheduled at a time – Schedule Sign-Up via Sign-Up Genius)
- Receive phone calls from parents (ex: Student Sick/Unable to make class), take notes of student's names and grades for Faith Formation Coordinator to reference
- Help give Parents directions to classrooms for where to pick-up students
- Check-Point for students to wait to be picked up (if leaving early or needing to go home because not feeling well, etc.)
- Child Care Available if needed for Front Desk Attendants

## Hallway Monitor

- Helps 2-3 times per month (Rotating Schedule with other Hallway Monitors – At least 2 Hallway Monitors Scheduled Together at a Time – Schedule Sign-Up via Sign-Up Genius)
- Watch for students when leaving classrooms – going to the bathroom and back, etc. – keeping an eye on students and noting their location when outside the classrooms
- Watch for students horsing around outside classrooms, making sure students are respectful when moving from classrooms
- 4:45pm: One Hallway Monitor to go around to classes and pick-up students leaving early for Children's Choir and bringing them down to the Old Church for Practice
- 6:15pm: One Hallway Monitor to go to Old Church to pick up students from Children's Choir Practice back to classrooms
- Child Care Available if needed for Hallway Monitors

# VOLUNTEER POSITIONS CONT.

## **Sticker Store Helper**

- Helps 3-4 times per Faith Formation Program Year with Sticker Store (about every 7 chapters, grades 1-3 & grades 4-5 separate sticker store visits)
- Visit classrooms and bring classes down to the sticker store area throughout the class time (begin at 5pm for 4:45pm, begin 6:30pm for 6:15pm)
- Cross off stickers 'spent' per sticker store visit from sticker booklet when students pick items to 'buy'
- 4:45pm Helpers: Set-up Sticker Store (Tables will be set out; would be to help put out the items and labels with sticker value out on the table organized lowest to highest sticker value) and replenish items between class times (4:45pm replenish for 6:15pm Class visit)
- 6:15pm Helpers: Clean-up Sticker Store (put items in containers with labels on supplied carts, fold table cloths and put on carts, bring carts down to the Catechist Resource room after classes have visited Sticker Store)
- Child Care Available if needed for Sticker Store Helpers