

## VOLUNTEER JOB DESCRIPTIONS



### **Teacher's Lead Aide (some classes only have a lead and must conduct all aide responsibilities)**

- Take class attendance if teacher wishes using their online access to Captyn.
- Help with students' focus, behavior, and activities (help maintain classroom management). How would you want your child to behave? Help students do the same!
- Be hands-on as much as possible with the class. Being a lead learner means showing students what it looks like to have a learning posture and attitude. Spending time on your phone and chatting with another parent is distracting.
- Do what is needed. Ask what that is. Do not sit and wait to be asked. Be proactive.

### **Teacher's Runner Aide**

- Run for supplies.
- Bathroom runner.
- Pass out snacks or supplies to students.
- Help clean up by dumping class and bathroom trash in fellowship hall trash, checking the bathroom for cleanliness, clearing debris from the floor, cleaning dry erase boards, and ensuring students do not leave belongings behind.

### **Teacher's Supplemental Aide**

- Help prep for the teacher if needed.
- Assist with classroom management of focus, behavior, and activities.
- Take photos.
- Help clean and sanitize

### **Study Hall**

- Take attendance.
- Remind students to remain distraction-free. This is not social hour. It's study hour.
- Remind students that snacks should be kept to a minimum and completely mess-free in this area of the building.
- Ensure that any electronics are silenced.
- Ensure that two adults are always present.
- If a student claims to be out of assigned work but needs to remain in study hall, volunteers may provide reading material.
- Communicate any planned absences to the director as far in advance as possible.
- Security volunteer has access to the first aid kit. For emergencies, our address is 15 Williams Drive in Okatie.

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### **Nursery**

- Provide age-appropriate care including feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, putting children down for naps, and holding or sitting with cheerful interaction. Universal precautions should always be taken when conducting diapering or bathroom trips.
- Stay in the nursery or playground until all children are secured by a parent or guardian.
- Be aware of allergies or other medical conditions.
- Straighten the room and leave any toys/bedding before leaving. Turn in any bedding to the director for laundering. Use the sanitizing solution on any toys that have had contact with saliva.
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### **Nurse on Campus**

- Be prepared to assist in the event of an emergency.
- Be CPR certified.
- Be familiar with the location of the First Aid Kit as well as medical info.

### **Check-in Lead**

- Supervise the open double doors to the church building by:
  - Asking members to sign in and out when arriving and leaving campus.
  - Requiring an insurance release from new guests if the greeter is not available.
  - Unlocking the church only for members attending class.
  - Unlocking the children's ministry office in case of First Aid kit need
- Conduct an immediate lockdown if any suspicious activity is noticed. Know all procedures in the handbook, especially security procedures. For emergencies, our address is 15 Williams Drive in Okatie.
- Remind families that they cannot exit emergency exits except in the case of an emergency.

### **Greeter / Check-in**

- Welcome new guests.
- Show guests where they will enjoy their classrooms.
- Remind students that they must be escorted to the next class if they are age 12 or under.
- Answer general questions.

### **Paperwork Lead**

- Ensure member and guest paperwork is completed.
- Email parents about missing paperwork
- Keep paperwork secured and organized in a secure online location.

### **Hall / Restroom Monitor**

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- Assist with any bathroom trips needed by teachers.
- Ensure students are not wandering hallways or in areas without appropriate supervision.
- Assist with concessions if needed.
- Assist with security if needed.
- Make phone calls during an emergency.

### **Playground Monitor**

- Be familiar with and follow all playground procedures described in the LTL handbook.
- Give presence and attentiveness by:
  - Being on the playground before students start playing.
  - Staying in reasonable proximity to the areas of activity.
  - Keeping all students easily in sight (If one of the supervisors cannot see the students, the students are not being properly supervised).
  - Not becoming distracted from duties.
- Monitor student behavior and conduct necessary intervention by:
  - Being knowledgeable of and consistently enforcing campus rules and policies.
  - Restricting students from roughhousing, horseplay, or other inappropriate behavior on or near any apparatus.
  - Controlling the play environment.
- Conduct hazard surveillance and intervention by:
  - Being risk-conscious (prioritizing attention to the areas where accidents are most likely to occur).
  - Checking the playground daily, and appropriately addressing ground and equipment hazards.
- Handle emergencies that occur on the playground properly to reduce potential injury and damage. This involves including the nurse coverage volunteer in any incidents, following procedures, and assisting in filling out accident reports. Security volunteer has access to the first aid kit. For emergencies, our address is 15 Williams Drive in Okatie.

### **Set-up**

- Assist with teacher needs by messaging the teacher the night before to ask about the setup. If this isn't possible, the director will advise.
- Setup an approximate number of tables and chairs needed for the next class to be conducted in each room (or tarp/blankets for outdoor education)
- Set up hallway tables for concessions, check-in/out, and special events.
- Check that dry-erase markers and other supplies are available for teachers and assistants.
- Make coffee in the kitchen.
- Pull out supplies from the closet if needed.

### **Clean-up**

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- Encourage families to eat outdoors.
- Encourage students to clean up after themselves.
- Follow all clean-up procedures in the handbook, both in the lunchroom and outdoors in eating areas including the tent spot, playground area, and church-front bench area.
- Remind students of the allotted time available to finish lunch before cleanup is required for the next scheduled class.
- Set up rooms by following posted templates.
- Upon closing, the campus should be ready for Saturday and Sunday church.

### **WOW Coordinator**

- Welcome presenter. Show sincere appreciation for sharing their expertise with our students.
- Greet them as they come in asking them for exceptional quiet on their way into the workshop.
- Take attendance and send a copy to the check-in team.
- Remind families that they should not access other parts of the building unless they need to QUIETLY use the restroom.
- Conduct an immediate lockdown if any suspicious activity is noticed. Know all procedures in the handbook, especially security procedures. For emergencies, our address is 15 Williams Drive in Okatie.

### **Floater**

- Be aware of all jobs as an assignment will be given upon arrival depending on where help is needed.
- Conduct an immediate lockdown if any suspicious activity is noticed. Know all procedures in the handbook, especially security procedures. For emergencies, our address is 15 Williams Drive in Okatie.
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### **Party Setup**

- Quietly begin organizing food, decor, and tables as there will be a class occurring during setup.
- Use gloves and set them out for volunteer food distribution use.
- Set out tables in any manner that assists with a food line with room for volunteers behind the tables to distribute food.
- Remember to set out paper products and drinks.
- Help organize volunteers to be ready to pass out food.
- As students arrive, remind them at students with 12:30 pm classes must go through the line first.
- Help ensure students get a single serving their first time through the line so that all students are served food.

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