

## 2022-2023 VOLUNTEER COMMITTEES/ACTIVITIES Job Descriptions

### Year-Long or Key School Event

**Adventure/PE Volunteer:** Assist Adventure/PE teacher with fitness testing, class assistance and various other support functions.

**Advocacy (Legislative Contact):** This committee focuses on advocating for charter schools to legislators and the public in issues such as funding and the cap on charter schools. If you sign up for this committee you may write letters to the local news media and contact state legislators. You may attend meetings and strategy sessions locally or in Raleigh.

**Art Room Volunteer:** Support art teacher by accompanying a class/grade level to their art class and assisting with hands-on art lessons, mat and prepare student artwork for display on a weekly basis, wash brushes and organize art supplies, or share your talents as an artist-in-residence in collaboration with art teacher.

**Can Crew Recycling Program:** *Collecting cans for the climbing wall.* Members of this committee will think of ways to involve parents and children in the program, as well as collect cans from locations around campus and area businesses. Once a month, take cans to the recycling center.

**Classroom Volunteer:** Assist classroom teachers as needed. This can include making copies, creating student packets, and other support functions.

**Compassion/Robin's Nest:** Assist Evergreen families in times of need in a variety of ways. If you sign up for this committee you might help with the following: supporting families during times of need, sickness or bereavement; providing lunch items for students needing lunch assistance; implementing the Evergreen Giving Tree program; organizing the Robin's Nest food pantry and clothing closet; helping with fundraisers for the Compassion Fund.

**Event Photography:** *Photograph school-wide events for publications, annual report, etc.* If you sign up for this committee you might take pictures at the New Parent Breakfast, Fall Family Nights, Holiday Program, Exhibition Nights, Grandparents Day, Earth Day and/or Graduation and Moving Up.

**Gardening:** *Care for the school's gardens.* Volunteers will help water, weed and mow the garden area throughout the year.

**Grounds/Landscaping:** *Care for school grounds, planning and organizing community work days for planting, leaf raking, mowing, litter pick up, spreading mulch in August, etc.* If you sign up for this committee you might give ideas for workdays, participate in workdays, help to maintain the EL Trail around the campus, and make calls to other committee members.

**Hospitality/Events:** *Organize and provide refreshments and logistics for school functions.* If you sign up for this committee you might be called to help provide and/or serve food at school gatherings, especially Grandparents Day. The committee also helps with event logistics and setup.

**Lost and Found:** *Requires monthly visits to the lost and found bins.* If you sign up for this committee you will be going through the lost and found looking for names to return items to the appropriate child.

### Office Support

**Front Desk Assistant:** *Covering the front desk.* If you sign up for this committee you will relieve Margaret at the front desk during lunch breaks, staff meetings, and illness. You might also type and/or answer phones.

**Periodic Office Assistance:** *Clerical work, phone call reminders, sort mail, make copies, etc., as needed.*

**Student Services Assistance:** *Help Director of Student Services by making copies, addressing letters, putting together tour info, etc.*

### Individual Activities

**Grant Writing:** Professional grant-writers to assist the Development Director and faculty in researching and writing grants.

**Proctoring EOG Testing:** State testing requires each Test Administrator (Evergreen teachers) to have a proctor. If you sign up for this activity you will be responsible for helping by monitoring the students. Testing occurs in May.

**Publix/Harris Teeter/Ingles Tools for Schools:** Encouraging and educating all parents on these easy fundraising opportunities. If you sign up for this committee you might pass out sign-up sheets to the classrooms, collect the information, and enter data into the store's website.

**Graduation Panel Judge:** Be a member of a three-person panel which evaluates and judges 8<sup>th</sup> grade portfolio presentations at the end of the school year.