

## Detailed Volunteer Opportunity Descriptions

<b>Event</b>	<b>Date</b>	<b>Host Grade</b>	<b>Time Commitment</b>	<b>Category</b>	<b>Details</b>
<b>Year-long Opportunities</b>					
HSA Leadership Committee Member	Ongoing/Monthly meetings	NA	Monthly meetings, project coordination—trimester commitment; Gala participation.	Community Building	Need a core group of parents to lead each trimester’s events. Big picture planning. Trimester commitment.
Cafeteria & playground monitor	Ongoing/Daily	NA	Cafeteria: 1.75 hours/day; playground: 1 hour/day	Community Building	Cafeteria: Help serve lunch & clean up; Playground: monitor inside/outside recess with Mrs. Duffy.
K/1 <sup>st</sup> grade library reader	Weekly	K & 1 <sup>st</sup>	30 minutes/week	Community Building	Join your K/1 <sup>st</sup> grader for library time. Bring books from home to read aloud to class. Sign up at Welcome Back Night in classroom or with Sheila Swift.
Restaurant Community Night Coordinator	Monthly	NA	Trimester or year-long commitment	Fundraising/Community Building	Fundraiser. Set up monthly community night events for the school year (8 total)

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					with local restaurants. Determine student volunteer needs, assist with some marketing.
School Catechesis Volunteer	1-1.5 hours Weekly	PreK & K	6 volunteers— Level 1 Certified Catechist desired	Student Enrichment	<b>Kindergarten schedule:</b> Tuesday & Wednesday 12-1pm; <b>Preschool schedule:</b> Monday & Thursday: 9-10:30am & 1-2:30pm, Wednesday: 9- 10:30am.
Faith Formation Family Night Volunteer	Monthly			Student Enrichment	First Wednesday of each month, 2 hours. Must be confirmed.
PreK – 8 <sup>th</sup> grade field trips	Varies by grade	NA	Varies—usually entire school day, 7 <sup>th</sup> & 8 <sup>th</sup> grade have overnights	Student Enrichment	May include fees. Volunteers must be E3 certified prior to the trip.
7 <sup>th</sup> Grade Retreat: Long Lake Conservation Center	December 4-6	7 <sup>th</sup> Grade parents/family	3 days	Student Enrichment	Attend the 3-day overnight trip with SJS staff, assist in trip management.
8 <sup>th</sup> Grade Retreat	April 22-24	8 <sup>th</sup> Grade parents/family	3 days	Student Enrichment	Attend the 3-day overnight trip with principal and Mr.

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					Hale, assist in trip management.
Athletic Coach/assistant coach & team manager	Ongoing/seasonal	NA	Varies/sports season	Student Enrichment	Varies with student interest/participation. Connect with Cris Meaden to volunteer.
Art Adventure	Required trainings in fall; Classroom time starts Jan.	K – 5 <sup>th</sup> grade classes	Training & classroom time.	Student Enrichment	Rachel Hurlbert is coordinator.
Junior Achievement		K-4 <sup>th</sup> grade classes	Training & class time.	Student Enrichment	
Room Rep	Ongoing	1 rep for each class PK-8 <sup>th</sup> .	Varies	Community Building	See position description on school website under clubs.
Classroom Facebook Page Manager	Ongoing	1 rep for each class PK-8 <sup>th</sup> .	Varies	Community Building	See position description on school website under clubs.
Misc: data entry, mailings, research, food prep, day-of shift work for events	Ongoing	NA	Varies on task	Community Building	These tasks come up randomly and will be advertised in a SignUp Genius & in Green Wave.
<b>Home &amp; School Events in calendar order</b>					
Bus Transfer Monitor	September 3-4	NA	1-3 hours	Community Building	Need 1-2 volunteers to meet students at assigned elementary

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					schools to help facilitate kids transferring busses.
<b>Parish Harvest Festival</b> <input type="checkbox"/> St. Joe's families to run carnival Saturday night. Lead needed.	Carnival	NA	Shifts	Fundraising/Community Building	Profits from Harvest Fest will help offset the cost of the updated building-wide security system.
Picture Re-take day	October 2	NA	Shifts	Student Enrichment	1-2 parents to assist the photographer with organizing students.
Fall Family Fun Night	October 25, 6:30-8pm	5-8 <sup>th</sup> grade families host.	Planning time and shift work.	Community Building	Plan an all-school, family friendly event. School can provide refreshments.
Scholastic Book Fair	October 31 – November 6	NA	Varies	Fundraising	Lead needed. Help librarian set up, cashier, assist students, clean up.
Give to the Max Day	November 14	NA	varies	Fundraising	Assist principal with mass mailing, marketing etc. Funds raised will go toward the Annual Fund/unrestricted

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					fund of the school/church.
Grandparents Day	November 27, 8-11:30am	NA	Planning and shift work.	Community building	Lead and committee needed.
Christmas Concert refreshments and swag sales	December 19, 7pm showing	PK-4 <sup>th</sup> grade	6:30-8:30pm	Student Enrichment	4 <sup>th</sup> grade teacher and Mansour will contact 4 <sup>th</sup> grade for performance assistance. HSA to offer refreshments and swag sales after evening performance.
Catholic Schools Week	January 26-31	PK-8th	Committee planning and possible shift work	Student Enrichment	Lead/s needed. Help plan the theme of the week, activities to celebrate each day, staff appreciation lunch. Can break into smaller committees.
Family Service Fair	Community Appreciation day of CSW	All school	Planning and shift work.	Community Enrichment	
Catholic Schools Raffle	January -February	All School	Varies	Fundraising	Motivate and encourage school/church to support 2 <sup>nd</sup> biggest fundraiser of year. Theme. Build student

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					packets, count sold tickets, sell tickets after weekend Masses, student incentives/contests. Goal is to raise \$25,000.
Knights of Columbus Fish Fry, SJS Night	1 Friday during Lent--TBD	NA	Shift work.	Community Building	Volunteers needed to set up, cook, serve, buss and clean up fish fry. Many volunteers needed. Led by KOC.
3 <sup>rd</sup> Annual Gala— <ul style="list-style-type: none"> <li><input type="checkbox"/> Marketing</li> <li><input type="checkbox"/> Printed materials/Logo</li> <li><input type="checkbox"/> Décor/Theme</li> <li><input type="checkbox"/> Sponsorship</li> <li><input type="checkbox"/> Raffle/auction</li> <li><input type="checkbox"/> Party Boards</li> <li><input type="checkbox"/> Catering</li> <li><input type="checkbox"/> Ticketing</li> <li><input type="checkbox"/> Entertainment/music</li> </ul>	Saturday, April 18, 6-10:30pm	NA  Chair & Co-Chair  Sub-committees Leads  Event Support	Varies: committee and shift work.  Monthly meetings.	Fundraising/Community Building	Largest fundraiser of the year. Need Chair & Co-chair—this event is big and more fun with a committed committee! Accomplished with Sheila Swift & HSA leadership committee.
Spring Family Fun Night	May 1 6:30-8pm	Hosted by PK-4th grade families	Varies: committee and shift work	Community Building	Plan an all-school, family friendly event. School can provide refreshments.

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Spring Musical refreshments and swag sales	May 21, 7pm showing	NA	6:30-8:30pm	Community Building	Mrs. Mansour will contact specific grades directly for performance assistance. HSA to offer refreshments and swag sales after evening performance (set up, serve, clean up).
Used Uniform Sale	TBD	NA	2 hour Shifts	Fundraising	Assist Joyce Quy in sorting, set up, cashiering, clean up of event.
Field Day	May 29, all day	NA	All day/shifts	Community Building	Lead Needed. Plan a track & field day event for all school. AM younger, PM older students.
8 <sup>th</sup> Grade Graduation Reception	Sunday, May 31	Traditionally hosted by 7 <sup>th</sup> grade families	Varies	Student Enrichment	Lead needed. Work with school secretary to plan reception, student gift (rosary), invitations, décor, tee shirts. Set up/clean up.

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Year-End Staff Appreciation event	June 3	Traditionally hosted by 2 <sup>nd</sup> grade families	Varies	Community Building	Lead needed. Plan meal, décor, gift, invitation. Set up / clean up.
Parish Garage Sale	TBD—Mid/late June (after school is out for the year)	NA	Varies	Community Building/Fundraising	Work with Garage Sale committee with collection, sorting, set up, sales, clean up, marketing. Volunteer hours count toward the following school year.
Leprechaun Days Parade	July		1.5-2 hours (~10:30-12pm)	Community Building	Represent our church and school in the annual Rosemount Leprechaun Days Parade.