

Support Positions

A. Study Hall

- *Two will choose the morning two blocks (8:30-11:30) and two will choose the afternoon block (12:45-3:45)
- *Must be sure that students remain in study hall and are not roaming halls.
- *Be willing to help with homework
- *Keep students quiet and orderly
- *Must come EVERY week
- *Exact number of adult volunteers will depend on the number of students in study hall. If student total for a block is negligible, one volunteer may be asked to serve as an assistant in another class.

B. Lunch Duty

- *Must be available five minutes before lunch begins
- *Some inside, some out
- *Circulate among students
- *Encourage students to clean up after themselves, play nicely, and promote positive interaction
- *Bring kids in for devotion
- *Clean eating area
- *Collect co-op balls and play equipment

C. Cleaning/ Safety:

- *Responsible for cleaning the church at the end of the day
- *Handle monthly fire/tornado drills
- *Teachers should be responsible for removing all personal items and straightening up space for cleaning person to vacuum, dust, take out garbage, sweep and mop, etc.

D. Treasurer and Assistant Treasurer

- *Collects all funds and keeps track of class accounts
- *Handles refunds
- *Makes deposits
- *Provides records when necessary

E. Educational Enrichment

- *Plans field trips to complement curriculum, may take suggestions from teachers.
- *Communicates events through email and announcements
- *Takes sign ups and collects funds if necessary
- *Plans large group events
- *Plans end of the year banquet
- *Plans Back to school bash
- *Finds adults to help
- *Makes sure events are on the calendar

F. Social Coordinator

- *Works with student council to coordinate social events
- *One coordinator focuses on younger students, one older
- *Puts together the dance/prom
- *Monthly park days
- *Service projects
- *Graduation