

## Volunteer Duties Explained

**Help Desk-** you will check in volunteers, greet and sign in students, assists with wrist bands. Set up and clean up may be required.

**Wrist Bands-** as students arrive there are two sets of wrist bands. One color will be used for students being dropped off and the other will be for students who have a parent present during the program. You are also going to make sure the students waiting on parent pick up stay close to the help desk and do not leave until the parent signs them out.

**Student Chaperone-** volunteer will monitor students that are dropped off with the designated wristband to ensure supervision and return to the Help Desk for parent pick up. Also the student chaperones for field trips.

**Activities/Crafts-** you will be assigned an activity to facilitate or a craft to assist students with. Instructions with photos will be in the volunteer binder. Set up and clean up may be required.

**Tutors- at OH Tuesday and Thursday;** Volunteers will assist students Pre K- 12<sup>th</sup> grades with basic math, English, science subjects in groups of 4-5 students based on grade attending in fall of 2017. Parents will sign students up each week for tutoring needs.

**Lunch Help-** you will monitor lunch tables to assist students if needed, remove debris, catch spills and clean up.

**Lunch Runner-** you will bring food from the kitchen to the distribution location- may be outside. May take several trips.

**Restrooms Monitor-** you will direct students/families to the closest restrooms assigned for the week. You will make sure students/families do not wander the school, they leave the rest room in good shape or notify facilities if the rest rooms need attention. Volunteer are not allowed to assist students in the rest room. If they need assistance they must ask a parent or care giver. Please report emergencies to the Help Desk or Facilities Staff.

**Set up/ Break down/ Clean up-** this may be with equipment, tables, chairs, tents, crafts, activities, lunch, games. If you are assigned to set up, you will also be the **break down/clean up person**. You will be directed where to go to get items at the briefing. Items will also be returned to same location. If you have any limitations, please inform the Help Desk so that you may be given a different assignment.

**Volunteer Care-** volunteer will get the granola bars and cold bottle water from the kitchen to pass out to volunteers at their stations at 11:30 am and again at 12:30 pm. You will check in with the volunteers to see if they need anything. Report any issues to the Help Desk for further assistance. Return any undelivered items to the kitchen.

**Performer Care-** will be assigned to assist the performer/visitor to the program for the day. This will consist of introducing yourself to the performer as being there to assist them with what they might need (i.e. cords, directions on where to set up). Offering the performer, a granola bar and cold water from the kitchen by 12:00. Staying close to them in case they need to call on you. Reminding Tia Marie to provide payment at the end of the performance.

**Board Games/Art Supplies-** Setting up the crates with board games on the lunch tables during activities time and putting items away once lunch will begin at 11:30. Games can be found in the Supply Room inside the cafeteria – next to the Kitchen- it may be lock- facilities can assist with opening.

**Playground**- volunteer will monitor all children on equipment to ensure safe usage, make sure children stay inside main gates. Clean up of debris may be necessary.

**Satellite Locations**- this location has a volunteer booklet with more detailed instruction- please read before set up at that location. Note there are extra fliers for passing out at the locations in the booklet.

**Lunch Pick Up**- volunteer will pick up bagged lunches from Henry Ford Hospital in West Bloomfield/ National Food Group in Novi. Will need to lift several boxes of 120 + lunches and deliver to Orchard Hills for storage until the lunches are distributed. Will need enough room in car/van/truck to transport lunches directly to Orchard Hills by 10:00 am each day. The quantities may be adjusted to fit the number of lunches needed each week. **2-3 volunteers are ideal for this duty.**

**Milk Pick Up**- volunteer will pick up 100+ half pint milks in several crates from Guernsey Farms Dairy 2 times a week and drop off at Orchard Hills by 10:00 am for distribution.

**Back Pack Program**- Pick up backpacks of food from Hospitality House in Novi and deliver to OH on Friday mornings.

**Program/Craft Prep**- volunteer will assist with preparing for the weekly crafts and satellite locations. Can be done at OH on none program days. Cutting, packing, gluing, sorting, organizing. Requires use of both hands and can be done while sitting.