

## Year Round Volunteer Needs

### Volunteers at MS Events

Various times of the year – Fun night, mystery dinner (June, last week of school), homecoming (end of September), Creation Museum trip (May), Christmas party (last day before break), Allskate (Feb/Mar), clubs, etc. Contact: [tbarney@jacksonchristianschool.org](mailto:tbarney@jacksonchristianschool.org)

### MS Chaperones

Various times of the year – Fun night, mystery dinner (June, last week of school), homecoming (end of September), Creation Museum trip (May), Christmas party (last day before break), Allskate (Feb/Mar) Contact: [tbarney@jacksonchristianschool.org](mailto:tbarney@jacksonchristianschool.org)

### Resource Room Tutor

All year – Daily or weekly provide regular academic support to MS and HS students. (consistency in this area is important)

Contact: [tbarney@jacksonchristianschool.org](mailto:tbarney@jacksonchristianschool.org)

### MS Club Organizer

All year – Coordinate and plan several clubs during the year -- all clubs must be approved by the Principal Contact: [tbarney@jacksonchristianschool.org](mailto:tbarney@jacksonchristianschool.org)

### MS Club Leader

Undetermined – Work with MS Club Organizer to implement and run a club

Contact: [tbarney@jacksonchristianschool.org](mailto:tbarney@jacksonchristianschool.org)

### HS Lunch Room Volunteers

All year – Various duties during lunch hours Contact: [bstanton@jacksonchristianschool.org](mailto:bstanton@jacksonchristianschool.org)

### Tutoring Students HS Math

All year – Anytime during the day or after school throughout the school year. – Help students that need extra assistance in completing assignments. Brief explanations of methods used in the class will be provided if desired. Contact: Ruth Ellen Howdyshell [rhowdyshell@jacksonchristianschool.org](mailto:rhowdyshell@jacksonchristianschool.org)

### Clean Out Buses HS/MS

At the end of each sport season – Wash inside and outside of buses.

Contact: Terry Howdyshell [thowdyshell@jacksonchristianschool.org](mailto:thowdyshell@jacksonchristianschool.org)

### Elementary Hot Lunch Coordinator

All year - 5 to 10 hours most at the beginning of the year. Organize menus, list of volunteers (and substitutes), set dates for lunch is to be served. Assign team leaders and lunch volunteers, copy

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all schedule. Train as necessary. Be available for assisting and substituting.

Contact: Lori Davis [ldavis@jacksonchristianschool.org](mailto:ldavis@jacksonchristianschool.org)

### **Elementary Hot Lunch Volunteer**

All year – 2 hours per week. Kitchen help – arrive at school about 10:30 for assignments from team leader. Desserts – make requested item and delivery to school on Friday at drop off.

Contact: Lori Davis [ldavis@jacksonchristianschool.org](mailto:ldavis@jacksonchristianschool.org)

### **Box tops and Soup Labels - EL**

Throughout the year – Coordinator – Pack and ship box tops and labels as needed. Cutters and counters -- Trim, cut and count box tops and labels ready to be packed and shipped.

Contact: Lori davis [ldavis@jacksonchristianschool.org](mailto:ldavis@jacksonchristianschool.org)

### **Room Mothers - EL**

As needed -- Help with classroom parties, and other activities through out the year. Contact Lori Davis

[ldavis@jacksonchristianschool.org](mailto:ldavis@jacksonchristianschool.org)

### **Intramural Coordinator - EL**

Full year or for each individual sport (soccer –fall, basketball – winter, t-ball – spring -- Aid Debbie

Drake in organizing and implementing the intramural sports program for students K – 5 --

organize teams, uniforms, equipment, officials. Contact Debbie Drake

[ddrake@jacksonchristianschool.org](mailto:ddrake@jacksonchristianschool.org)

### **Bulletin Board Creation for Physical Education - EL**

Provide one time or up to once a month bulletin board for Elementary Physical Education, Use your

own ideas or those of Debbie Drake. [ddrake@jacksonchristianschool.org](mailto:ddrake@jacksonchristianschool.org).

### **Challenge Series Coordinator - - EL**

Coordinate one run or up to one run per month. Work with Debbie Drake to provide special

runs for elementary students. [ddrake@jacksonchristianschool.org](mailto:ddrake@jacksonchristianschool.org).

### **Cover Reading Books - EL**

As needed -- Cover books for reading wall. Contact Jill Barney [jbarney@jacksonchristianschool.org](mailto:jbarney@jacksonchristianschool.org).

### **Work in Preschool Class**

As needed -- Help with student groups. Contact Karen Williams [kwilliams@jacksonchristianschool.org](mailto:kwilliams@jacksonchristianschool.org).

### **Preschool Art Projects**

As needed -- Prepare items for art projects. Contact Karen Williams

[kwilliams@jacksonchristianschool.org](mailto:kwilliams@jacksonchristianschool.org).

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### **Bible Verses - EL**

Approximately 30 minutes each week -- Listening to students say their memorized Bible verses. Contact individual classroom teachers.

### **Lunch Room Supervisor - EL**

1 hour daily -- Supervise students during lunch. Contact Aaron Metzcar  
[ametzcar@jacksonchristianschool.org](mailto:ametzcar@jacksonchristianschool.org).

### **Sound Technician - EL**

As needed -- Set up and run sound during musicals and special programs. Contact Aaron Metzcar  
[ametzcar@jacksonchristianschool.org](mailto:ametzcar@jacksonchristianschool.org).

### **Hall Bulletin Boards - EL**

Once a month -- Take down and put up new bulletin boards as themes change each month. Contact individual classroom teachers.

### **Mastering Math Facts - EL**

Before school starts occasionally throughout the school year. Running off copies to refill classroom crates with mastering math facts materials. Contact individual classroom teachers.

### **Classroom Helper - EL**

As needed – Friday folders, art projects, bulletin boards, grade papers, special activities. Contact individual classroom teachers.

### **Update Elementary School Unit Plans**

As needed – Update grade level unit plans as needed in master folders. Computer work involved in the Elementary office. Contact Aaron Metzcar [ametzcar@jacksonchristianschool.org](mailto:ametzcar@jacksonchristianschool.org).

### **Classroom Papers -MS**

Daily – Correct math/science papers. Contact Bart Fish [bfish@jacksonchristianschool.org](mailto:bfish@jacksonchristianschool.org).

### **Bulletin Boards -MS**

Monthly – Developing board themes and assemble them. Contact Bart Fish  
[bfish@jacksonchristianschool.org](mailto:bfish@jacksonchristianschool.org)

## Year Round Volunteer Needs

### After School Program - MS

Daily and Monthly – Develop/design/implement afterschool programs (chess club, board games etc.)

Contact Bart Fish [bfish@jacksonchristianschool.org](mailto:bfish@jacksonchristianschool.org)

### Tutoring -MS

Daily or as available according to the volunteer's schedule. Tutoring students with their homework needs. Contact Bart Fish [bfish@jacksonchristianschool.org](mailto:bfish@jacksonchristianschool.org)

### Flash Cards -MS

Daily – work with students on flashcards. Contact Bart Fish [bfish@jacksonchristianschool.org](mailto:bfish@jacksonchristianschool.org).

### Parties -MS

Varies -- Pick up food for class parties. Contact Bart Fish [bfish@jacksonchristianschool.org](mailto:bfish@jacksonchristianschool.org)

### Concessions Stand - HS/MS

All year - Two different opportunities

1. In charge of purchasing supplies.
2. In charge of setting up workers

Contact Bob Stanton [bstanton@jacksonchristianschool.org](mailto:bstanton@jacksonchristianschool.org)

### Concessions Stand - HS/MS

During Sport season -- Running stand during the games. Contact individual who will be willing to be responsible for setting up workers.

### Media Center - HS/MS

Mornings prior to school and or afternoons after school (2:45 to 4:00) once or twice a week. Supervision of media center. Contact Joanne Knowlton [jknowlton@jacksonchristianschool.org](mailto:jknowlton@jacksonchristianschool.org).

### Mailings - Admin

2-3 hours a day 2 times a month -- Coping, folding, stuffing envelopes for large mailings each month.

Contact Linda Tippin [ltippin@jacksonchristianschool.org](mailto:ltippin@jacksonchristianschool.org)

### Grading and Passing out Papers - 5<sup>th</sup> Grade

Tuesday and/or Thursday afternoons 2:15 to 3:00 pm – Passing out papers, grading some papers, and general help in the classroom. Contact Allison Cuffle [acuffle@jacksonchristianschool.org](mailto:acuffle@jacksonchristianschool.org)

## **Year Round Volunteer Needs**

### **Listening to verses - 5<sup>th</sup> Grade**

Friday morning 8:20 to 9:00 am -- Listening to students recite verses. This could be once a month or more. Contact Allison Cuffle [acuffle@jacksonchristianschool.org](mailto:acuffle@jacksonchristianschool.org)

### **Put Up Bulletin Boards - 5<sup>th</sup> Grade**

Every other month throughout the school year – Put up/help create the bulletin board in the hallway. Contact Allison Cuffle [acuffle@jacksonchristianschool.org](mailto:acuffle@jacksonchristianschool.org)

### **Science Experiments - 1st Grade**

Bi weekly 10 minutes prep and 20 minutes to teach – Teach everyday experiments with the class. Contact Betty Lindquist [blindquist@jacksonchristianschool.org](mailto:blindquist@jacksonchristianschool.org)

### **Art Class – 1<sup>st</sup> Grade**

Once a week -- Teach the class how to use chalk, crayons, water colors, or any other activities. Contact Betty Lindquist [blindquist@jacksonchristianschool.org](mailto:blindquist@jacksonchristianschool.org)

### **Listen to children read and take AR test – 1<sup>st</sup> Grade**

Listening to children read -- making sure they know how to use the computer to take the test. Contact Betty Lindquist [blindquist@jacksonchristianschool.org](mailto:blindquist@jacksonchristianschool.org)

### **Wash seat sacks – 1<sup>st</sup> Grade**

Wash before each break in school. Contact Betty Lindquist [blindquist@jacksonchristianschool.org](mailto:blindquist@jacksonchristianschool.org).

### **Check children on word wall list – 1<sup>st</sup> Grade**

Done quarterly -- Check off words the child reads fluently on teacher list. Contact Betty Lindquist [blindquist@jacksonchristianschool.org](mailto:blindquist@jacksonchristianschool.org)

### **Monthly Book Orders – 1<sup>st</sup> Grade**

Done monthly 30 minutes -- Collect orders, call in orders, and hand out orders. Contact Betty Lindquist [blindquist@jacksonchristianschool.org](mailto:blindquist@jacksonchristianschool.org)

### **Scan papers into printer 1<sup>st</sup> Grade**

Weekly 10- 30 minutes -- Once papers are scanned in, they need to be put in folders on my computer. Contact Betty Lindquist [blindquist@jacksonchristianschool.org](mailto:blindquist@jacksonchristianschool.org)

### **Copy papers and check – 1<sup>st</sup> Grade**

Daily -- 10 minutes Contact Betty Lindquist [blindquist@jacksonchristianschool.org](mailto:blindquist@jacksonchristianschool.org)

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### **Make Monthly Journals – 1<sup>st</sup> Grade**

Monthly – Coping journals and putting them together. Contact Betty Lindquist  
[blindquist@jacksonchristianschool.org](mailto:blindquist@jacksonchristianschool.org).

### **Set up field trips or classroom speakers – 1<sup>st</sup> Grade**

10 – 15 minutes pre field trip – Contacting people. Setting up bus, getting permission slips ready. Contact Betty Lindquist [blindquist@jacksonchristianschool.org](mailto:blindquist@jacksonchristianschool.org).

### **Play educational games with children – 1<sup>st</sup> Grade**

30 minutes weekly or more – Running reinforcements games with a small group. Contact Betty Lindquist  
[blindquist@jacksonchristianschool.org](mailto:blindquist@jacksonchristianschool.org)

### **Middle School/High School Hot Lunch Program**

Thursday's once a month -- Preparing hot lunch for students. Contact Marge Stanton  
[bigsis05@juno.com](mailto:bigsis05@juno.com)

### **Weight Room Help - HS/MS**

Once a week for approximately one hour disinfecting equipment. Contact Bob Stanton  
[bstanton@jacksonchristianschool.org](mailto:bstanton@jacksonchristianschool.org)

### **Pizza Lunch – HS/MS**

Tuesday and Friday lunch hours – serving pizza. Contact Laura McNeil  
[lmcneil@jacksonchristianschool.org](mailto:lmcneil@jacksonchristianschool.org).

### **Ala-cart lunch – HS/MS**

Monday and Wednesday lunch hours – Set-up and serve items. Contact Laura McNeil  
[lmcneil@jacksonchristianschool.org](mailto:lmcneil@jacksonchristianschool.org)

### **Athletic gate help - MS/HS**

Game days – Collecting money. Contact Bob Stanton [bstanton@jacksonchristianschool.org](mailto:bstanton@jacksonchristianschool.org)

### **Computer repair – MS/HS**

As needed throughout the year – Trouble shoot and repair computers. Contact Lori Harshbarger  
[lharsbarger@jacksonchristianschool.org](mailto:lharsbarger@jacksonchristianschool.org).

### **Elementary Library Book Reviewer - EL**

As needed/can be done at home – Read new books for inappropriate and anti-Christian content. Review form provided. Contact Chris Sukta [csukta@jacksonchristianschool.org](mailto:csukta@jacksonchristianschool.org)

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### **Elementary Library Book covering - EL**

As needed during library hours – Covering paperback books with vinyl covers. Contact Chris Sukta [csukta@jacksonchristianschool.org](mailto:csukta@jacksonchristianschool.org)

### **Miscellaneous Elementary Library tasks - EL**

As needed small library projects. Contact Margo Wieber [csukta@jacksonchristianschool.org](mailto:csukta@jacksonchristianschool.org)

### **Encore Church Ambassador/Contact Person informing about Encore for shopping donating and volunteering -**

Provide flyers and bulletin inserts to your church, hang posters, make periodic announcements, and presentations to small groups, senior citizen groups in your church. Printed materials and DVD's provided for you. Contact Phil Tripp 740-8860.

### **Encore Community Ambassador – informing your community about Encore for shopping, donating and volunteering**

Make a presentation to community groups or clubs, contact groups, set up dates and make presentations. Materials and DVD provided for you. Contact Phil Tripp 740-8860

### **Encore Delivery and pick-up**

Each Saturday A.M., some weekdays – 10 – 12 dads to rotate a few hours once a month to help with pick-up and delivery of donated and purchased items. Encore delivery truck provided. Choose a friend and volunteer together. Contact Phil Tripp 740-8860

### **Encore Sorting/Inspecting/Displaying**

Everyday Mon – Fri 10 to 6 and Sat 10 – 4 – individuals to make weekly, biweekly, monthly commitments needed. Inspecting donated items for holes, stains, testing electronics, etc. Hanging clothes, putting out household and other items for display and sale. Contact Phil Tripp 740-8860 or Bonnie Tripp 780-9099. It is not necessary to call ahead, walk in volunteers are welcome. Regular volunteers are especially needed.

### **Encore Cash Register/Front Desk – Urgent now on Tuesdays and Saturdays**

Everyday Mon –Fri 10 to 6 and Sat 10-4 – regular volunteers needed for most days. Consider 3 to 4 hour shifts weekly, biweekly, or monthly. Saturday help 2 – 4 hour or all day shifts are especially needed. Running a simple cash register, greeting customers as they come in the door, and thanking them when they leave. Bagging purchased goods, making customers feel welcome and appreciated. Contact Bonnie Tripp 780-9099. Will train volunteers on register and put volunteers on a schedule to assure front desk is adequately covered at all times.

## **Year Round Volunteer Needs**

### **Encore Donation Assistance**

Provide information to individuals who are having garage sales that when the sale is over, Encore would take their items and provide a tax receipt. Flyers provided for your use. Contact Phil Tripp 740-8860

### **Encore Men to Help with Various Everyday tasks**

Retirees are perfect – one or more days per week or every other week – several hours at a time. Hanging pictures, testing electronics, shampoo donated furniture, and move furniture around for display purposes. Contact Bonnie Tripp 780-9099

### **Encore Men to work late until closing time**

Retirees are perfect – one or more days a week 4 to 6 or 5 to 7. Men to help with various tasks and be on hand at closing time. Contact Bonnie Tripp 780-9099

### **High School Class Parents**

2-3 parents/couples per class for various times throughout the school year -- Several parents who will help to organize the class and obtain parent volunteers to help with the following activities: Homecoming class project, in September, Class Auction Basket in September/October, class parties (if desired), help to arrange chaperones for limited number of field trips. Communicate with teacher/sponsor regarding these activities. Parents can meet and organize in whatever way is convenient for them. (Junior Year chaperone at school while students are setting up, decorating, and tearing down for the Jr./Sr. formal in mid May.) Contact person per class:

Class of 2013 next year Freshman – Mrs. Rogers [crogers@jacksonchristianschool.org](mailto:crogers@jacksonchristianschool.org)

Class of 2012 Sophomore - Mrs. Knowlton [jknowlton@jacksonchristianschool.org](mailto:jknowlton@jacksonchristianschool.org)

Class of 2011 Juniors – Mrs. Howdysell [rhowdysell@jacksonchristianschool.org](mailto:rhowdysell@jacksonchristianschool.org)

Class of 2010 Seniors – [asteck@jacksonchristianschool.org](mailto:asteck@jacksonchristianschool.org) or

[lgriffis@jacksonchristianschool.org](mailto:lgriffis@jacksonchristianschool.org)

### **Coordinator for Wendy's Community Nights MS/HS**

Up to parent volunteer as to when – these are fund raisers to benefit student chapel and spiritual emphasis programs. Several Local restaurants will donate a portion of their proceeds to the school if the school organizes and promotes a “community night” or series of community nights with them. Parent would arrange the dates with the restaurant and help to promote it to the school family, through flyers in parent press and bulletin board, email blasts and posters and any other ideas they have. Wendy's for example presented JCS with a check for over \$600 after our 4 community nights. Contact Linda Tippin [ltippin@jacksonchristianschool.org](mailto:ltippin@jacksonchristianschool.org)

### **Music Boosters MS/HS, Ideal for parents of band and choir students**

Parent volunteers to help raise funds and provide organizational support to the music program. Contact Andrew Steck [asteck@jacksonchristianschool.org](mailto:asteck@jacksonchristianschool.org)

## **Year Round Volunteer Needs**

### **Book Processing – MS/HS**

Any school day – typing cards, taping and labeling new and donated books for placement on library shelves; this job calls for people who are detailed oriented and enjoy a quieter working environment. Contact Joanne Knowlton [jknowlton@jacksonchristianschool.org](mailto:jknowlton@jacksonchristianschool.org)

### **Bulletin Board Creator HS/MS**

Any school day – Execute bulletin board ideas. Needed measuring and cutting skills. Artistic creativity a plus. Contact Joanne Knowlton [jknowlton@jacksonchristianschool.org](mailto:jknowlton@jacksonchristianschool.org)

### **Quiz Bowl Team Chaperone HS**

Quiz Bowl Meet days, usually on Saturdays – Help to coordinate lunches and snacks for Quiz Bowl team; chaperone and monitor quizzing on their trips. Contact Joanne Knowlton [jknowlton@jacksonchristianschool.org](mailto:jknowlton@jacksonchristianschool.org)

### **Volunteer Service Hours Data Entry into RenWeb MS/HS/EL**

1-2 people for elementary and 1-2 people for HS/MS – Once per week according to volunteer schedule. Must be done at school offices. Enter volunteer service hours that parents and others have served into RenWeb system for tracking purposes in Parent Web. Contact Kim Waggener for High School [kwaggener@jacksonchristianschool.org](mailto:kwaggener@jacksonchristianschool.org) or Lori Davis for Elementary School [ldavis@jacksonchristianschool.org](mailto:ldavis@jacksonchristianschool.org)

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