



## Volunteer Newsletter September 8, 2011

### HOURLY JOBS – CLASSROOM

Check below to see if volunteers are still needed – contact the TEACHER

### HOURLY JOBS - CLASSROOM Kindergarten

Classroom:	Kindergarten: Janet and Sonja
Contact:	Ms. Janet / Ms. Sonja
Job Description:	Copy student alphabet books
Time Frame:	Due September 15
Task Oriented:	Yes
People Oriented:	No
School Hours:	No
Non-School Hours:	Yes
Special Notes:	2 hours work
Volunteer:	David & Ellen Blair

Classroom:	Kindergarten: Janet and Sonja
Contact:	Ms. Janet / Ms. Sonja
Job Description:	Folding student alphabet books
Time Frame:	Due September 26
Task Oriented:	Yes
People Oriented:	No
School Hours:	No
Non-School Hours:	Yes
Special Notes:	2 hours work
Volunteer:	Breanne Hale

Classroom:	Kindergarten: Janet and Sonja
Contact:	Ms. Janet / Ms. Sonja
Job Description:	Help at Kindergarten Learning Celebration – Passing out programs
Time Frame:	September 28: 5:45 to 6:30
Task Oriented:	No
People Oriented:	Yes
School Hours:	No
Non-School Hours:	Yes
Special Notes:	1 hour of work each 2 volunteers needed
Volunteer:	

Classroom:	Kindergarten: Janet and Sonja
Contact:	Ms. Janet / Ms. Sonja
Job Description:	Help at Kindergarten Learning Celebration – Organizing and serving desserts
Time Frame:	September 28: 5:45 – 6:30 & 7:30 to 8:30
Task Oriented:	No
People Oriented:	Yes
School Hours:	No
Non-School Hours:	Yes
Special Notes:	2 volunteers needed 2 hours work each
Volunteer:	

Classroom:	Kindergarten: Janet and Sonja
Contact:	Ms. Janet / Ms. Sonja
Job Description:	Sew season wheels – must be a talented sewer.
Time Frame:	Due September 29
Task Oriented:	Yes
People Oriented:	No
School Hours:	No
Non-School Hours:	Yes
Special Notes:	6 hours of work each 2 volunteers needed
Volunteer:	



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### HOURLY JOBS - CLASSROOM PRIMARY 1 / 2

Classroom:	Primary
Contact:	Ms. Emeline
Job Description:	Make a Magic School Bus Prop for Celebration
Time Frame:	Before end of 3 <sup>rd</sup> Quarter
Task Oriented:	Yes
People Oriented:	
School Hours:	
Non-School Hours:	Yes
Special Notes:	Please see Emeline for more details
Volunteer:	

Classroom:	Primary
Contact:	Ms. Emeline
Job Description:	Sewing Ms. Fizzle aprons 3 per subject (1 for each teacher) – human body, machines, and weather
Time Frame:	Human Body – ASAP Machines – by October 6 Weather – by December 8
Task Oriented:	Yes
People Oriented:	
School Hours:	
Non-School Hours:	Yes
Special Notes:	More than one person can volunteer!
Volunteer:	

Classroom:	Primary
Contact:	Ms. Emeline
Job Description:	Number Science Journal Pages
Time Frame:	ASAP
Task Oriented:	Yes
People Oriented:	
School Hours:	
Non-School Hours:	Yes
Special Notes:	We need 1 volunteer per class. Journals must be numbered over weekend and returned for use on school days.
Volunteer:	

Classroom:	Primary
Contact:	Ms. Emeline
Job Description:	Set- up Writing Folders with dividers
Time Frame:	ASAP
Task Oriented:	Yes
People Oriented:	
School Hours:	
Non-School Hours:	Yes
Special Notes:	Can be done at home on the weekend, but must be at school on a school day. 4 hours work
Volunteer:	

Classroom:	Primary - Dena
Contact:	Ms. Dena
Job Description:	Paint machine visual
Time Frame:	By October 6
Task Oriented:	yes
People Oriented:	
School Hours:	
Non-School Hours:	yes
Special Notes:	Painting and design skills needed; please see Dena.
Volunteer:	



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HOURLY JOBS - CLASSROOM  
INTERMEDIATE 3 /4

HOURLY JOBS - CLASSROOM  
MUSIC & ART

Classroom:	Ms. Kathryn (Garden Club)
<b>CONTACT:</b>	<a href="mailto:skyviewvolunteer@gmail.com">skyviewvolunteer@gmail.com</a>
Job Description:	Garden Proofing from critters
Time Frame:	ASAP
Task Oriented:	X
People Oriented:	
School Hours:	X
Non-School Hours:	X
Special Notes:	Digging around garden area and attaching chicken wire to keep critters out.
Volunteers:	<a href="#">Mark Dorsten</a>

Classroom:	Ms. Ashley & Ms. Kathryn
<b>CONTACT:</b>	<a href="#">Ms. Kathryn &amp; Ms. Ashley</a>
Job Description:	Dialogue Journal Checker
Time Frame:	Daily (2:50-3:10) Can choose to commit to specific day/s
Task Oriented:	
People Oriented:	X
School Hours:	X
Non-School Hours:	
Special Notes:	Willing to help students with spelling, meeting 3-5 sentences requirement about school, and following letter format.
Volunteers:	Ms. K – Ms. A –

Classroom:	Ms. Steph – Music
<b>CONTACT:</b>	<a href="#">Ms. Steph</a>
Job Description:	Tune Autoharps
Time Frame:	ASAP – Before Fall Break
Task Oriented:	X
People Oriented:	
School Hours:	
Non-School Hours:	X
Special Notes:	10 hours work There are 6 or 7 autoharps stored in the theater shed, and one in the music office. I have tuning keys and a tuner for them. A musical person with a good ear can handle this job
Volunteers:	

Classroom:	Ms. Von -Art
<b>CONTACT:</b>	<a href="#">Ms. Von</a>
Job Description:	Clay project helper
Time Frame:	12-12:30 during K Art classes 9/8 - 9/22
Task Oriented:	X
People Oriented:	
School Hours:	X
Non-School Hours:	
Special Notes:	3 hours work This job could be shared by several volunteers.
Volunteers:	

Classroom:	Ms. Von -Art
<b>CONTACT:</b>	<a href="#">Ms. Von</a>
Job Description:	Lantern assembly
Time Frame:	By Sept 21
Task Oriented:	X
People Oriented:	
School Hours:	
Non-School Hours:	X
Special Notes:	3 hours work This job could be shared by several volunteers.
Volunteers:	



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### JOB BANK – CLASSROOM

Check below to see if volunteers are still needed – contact [skyviewvolunteer@gmail.com](mailto:skyviewvolunteer@gmail.com)

### Job Bank - Kindergarten

Classroom:	K: Sonja & Janet
<b>CONTACT:</b>	<a href="mailto:skyviewvolunteer@gmail.com">skyviewvolunteer@gmail.com</a>
Job Bank Description:	Table Washer
How Often & When:	M-Th – wash classroom tables 3:05pm – 3:15pm Weekly – wash rags
Number of Job Bank hours allocated	25
Special Notes:	1 for each K classroom
Volunteer (s):	Sonja – Alicia Morgan Janet – Leta Liberick every other week (13 hours) <b>1 more needed every other week</b>

### Job Bank - 6<sup>th</sup> Grade Math

Classroom:	6 <sup>th</sup> Grade MATH (Ms. Kathryn)
<b>Contact:</b>	<a href="mailto:skyviewvolunteer@gmail.com">skyviewvolunteer@gmail.com</a>
Job Description:	Correct 6th grade math homework
How Often & When:	Weekly
Number of Job Bank hours allocated	50
Special Notes:	Pick up Wednesday & return Thursday.
Volunteer (s):	

### Job Bank - 3/4 Intermediate

Classroom:	Ms. Ashley
Contact:	<a href="mailto:skyviewvolunteer@gmail.com">skyviewvolunteer@gmail.com</a>
Job Description:	Language Arts Helper
How Often & When:	Daily 10:00-11:30 (can volunteer one day a week)
Number of Job Bank hours allocated	50
Special Notes:	
Volunteer (s):	<b>MON:</b> <b>TUES:</b> Debbie Breen / Kim Zoubek <b>WED:</b> <b>THURS:</b> Monique Orbegoso (?)



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# Job Banks – School Community still available. Contact Susie or Gary Regina at [skyviewvolunteer@gmail.com](mailto:skyviewvolunteer@gmail.com)

### ***Board Member (50 hours)***

Contact Susie or Gary Regina at [skyviewvolunteer@gmail.com](mailto:skyviewvolunteer@gmail.com)

1.

#### Responsibilities:

- Attendance at regular board meetings
- Committee work as needed
- Active participation and knowledge in policies, programs, and issues for responsible
- Community building
- Fiscal oversight and fundraising governance

#### Note:

Board membership is for particularly dedicated individuals who have demonstrated past service to Skyview School and who are willing to participate in governing the school through compliance with the state charter, fiduciary oversight, and membership on appropriate committees. Interested parents must have been at or affiliated with Skyview School for a minimum of one year, have completed their volunteer hours during each year at Skyview School, and have demonstrated excellent interpersonal and organizational skills. The Board is a self-perpetuating Board. This means that the Board members nominate qualified persons with particular skills to serve on the Board. *For this position, please discuss your interest with the Board President or the Director.*

### ***Dismissal Assistant (4) (25 hours)***

Contact Susie or Gary Regina at [skyviewvolunteer@gmail.com](mailto:skyviewvolunteer@gmail.com)

1. \_\_\_\_\_ – Monday (25 hours)
2. \_\_\_\_\_ - Tuesday (25 hours)
3. [Amy Cope – Wednesday \(25 hours\)](#)
4. [Jessica Cope – Thursday \(25 hours\)](#)

#### Responsibilities:

- Daily assistance with dismissal (2:55 PM - 3:15 PM)
- Escort children to office for late pick-up

#### Note:

This person helps the staff members on duty.



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### **Grounds Maintenance (Monthly) (2) (50 hours)**

Contact Susie or Gary Regina at [skyviewvolunteer@gmail.com](mailto:skyviewvolunteer@gmail.com)

1. [Strickler Family](#)
- 2.

#### Responsibilities:

Weed whacking:

- o inside school grounds
- o car park area and perimeter
- o rock area at front of school

Hand watering and maintaining plant beds at entrance

Pruning elm fence line quarterly

Yard maintenance for the Kindergarten Playground (raking, weeding, trash clean-up, etc.)

### **Lunch Clean Up (4) (50 hours) (1 day per week)**

Contact Susie or Gary Regina at [skyviewvolunteer@gmail.com](mailto:skyviewvolunteer@gmail.com)

1. \_\_\_\_\_ Monday
2. \_\_\_\_\_ Tuesday
3. \_\_\_\_\_ Wednesday
4. \_\_\_\_\_ Thursday

#### Responsibilities:

Cleaning and sanitizing dining area picnic tables after lunch or at the end of lunch

Maintaining picnic tables in an orderly layout

Cleaning garbage cans quarterly

Supervise recycle bins

### **Public Relations (50 hours)**

- 1.

#### Responsibilities:

Regular outreach coverage of Skyview School events

Writing and dissemination of press releases and public service announcements

Contact with media contacts to secure media coverage

Photographic coverage of events

Other media relations as needed

#### Note:

This person must have experience as a writer and process a highly professional manner.

### **Shed & Storage Upkeep / Maintenance (2) (25 hours)**

- 1.
- 2.

#### Responsibilities:

Initial organization of sheds and storage behind theatre; removal of unused items, etc.

Bi-weekly maintenance and clean-up