

SBCS Circle of Volunteers Descriptions

Athletics

Coaches

Reports to: High School - Jason White, Athletic Director

Reports to: Elementary School - Bret Wilsey, Elementary Athletic Director

Requirements: Knowledge of the sport. Must have completed a coaching certificate, TB test within the past four years, fingerprinting and background check. Volunteer coaches are used for elementary school athletic teams. Coaches are expected to understand the concepts of "Pursuing Victory with Honor" and the need for skill development during the early years of competition.

Crusader Athletic Board (CAB)

Reports to: CAB President

Requirements: CAB members volunteer in many capacities to support and enhance the school's athletic programs. Membership will fulfill all 30 Circle of Volunteer hours.

Statistic Recorders

Reports to: Respective Coach

Requirements: Stat recorders are needed for elementary and high school basketball, volleyball, baseball, softball and football games.

Scorekeepers

Reports to: Respective Coach

Requirements: Official scorekeepers are needed for elementary and high school basketball, volleyball, baseball, softball and football games.

Game Announcers

Reports to: Respective Coach

Requirements: Articulate, enthusiastic and good knowledge of the game. Announcers are needed for football, baseball and basketball games.

Field Prep and Maintenance

Reports to: Jason White, Athletic Director

Requirements: Help with field prep before and after games and maintenance as needed.

Videographer

Reports to: Respective Coach

Requirements: Videographers are needed to record all games.

Fundraising Events

Each event counts toward 10 hours of the 30 hour requirement. Families are required to volunteer for at least one event a year.

Bunco Chairperson and Volunteers

Reports to: Kriss Buhner, Director of Special Events

Requirements: Chairperson to organize and run monthly Bunco games. Volunteers to assist the chairperson with running monthly Bunco games.

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Casino Night (TBA)

Reports to: Kriss Buihner, Director of Special Events

We are looking into the possibility of bringing back Casino Night. If you are interested, please contact Kriss Buihner, Director of Special Events.

Tacos and Tequila

Reports to: Kriss Buihner, Director of Special Events

Requirements: Coordinator and committee members are needed to plan, promote and work this event. Volunteers are needed to sell tickets, solicit auction and raffle items, set-up, clean-up, coordinate bar, food and decorations.

Cash Bash

Reports to: Kriss Buihner, Director of Special Events

Requirements: Coordinator and committee members are needed to plan, promote and work Cash Bash. Volunteers are needed to sell tickets, solicit auction and raffle items, set-up, clean-up, coordinate bar, food and decorations.

Spirit Store

Reports to: B.O.D. Chair of Fundraising

Requirements: Coordinator and staff needed to develop, maintain and sell Crusader related items and provide a snack shack for high school lunch period.

Car Raffle (TBA)

Reports to: Kriss Buihner, Director of Special Events

Requirements: Coordinator and staff needed to organize ticket sales, arrange for car to be at local events with staff to sell tickets.

Medieval Tournament and Market Faire

Reports to: Kriss Buihner, Director of Special Events/ Mary Dorman

Requirements: Coordinator and committee members are needed to plan, promote and work this event. Volunteers are needed to work at the classrooms booths, set-up, clean-up, gate ticket sales and solicit sponsorships. This event takes place outdoors next to Mad River Hospital in Arcata usually in Sept.

Ground & Maintenance

Campus Clean-up Day

Reports to: Director of Facilities

Requirements: Volunteers needed to paint, repair, and perform general maintenance on the campus during the fall and spring clean up.

Maintenance Specialists

Reports to: Director of Facilities

Requirements: Those with experience in carpentry, painting, electrical and plumbing are needed at various times throughout the year.

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Landscaping

Reports to: Director of Facilities

Requirements: People with experience in landscaping/gardening are needed to assist in the upkeep of our school.

Office & Administration

Library

Reports to: Nicole Matas, Librarian

Requirements: Experience in Library Science helpful. Volunteers needed to keep library clean and organized for the students. Solicitors for new materials also needed.

Parish Liaisons

Reports to: Mr. Brown, Dean of Students

Requirements: Liaisons are needed to maintain communication between the local parishes and the school. The liaisons will advise parish families of opportunities to involve themselves in school events.

Photography

Reports to: Individual Requester

Requirements: Photographers are needed to document various school and individual class events.

Scrip

Reports to: Sarah Jager, Office Manager

Requirements: Individual is needed to coordinate, promote and track scrip sales with a national scrip company.

Mailings

Reports to: Administrative Offices and Sarah Jager, Office Manager

Requirements: Volunteers needed to assist in the school mailings on an on-call basis.

After-School Program

Reports to: Shirley Sobol

Requirements: Volunteers needed to assist in supervising elementary school children from dismissal until 5:30 pm – 6:00 pm.

Parent Support Organization

PSO Carnival

Reports to: PSO Chairperson

Requirements: This event requires a team leader, ticket salesperson, set-up, and clean-up, prize coordinator, booth coordinator and volunteer coordinator.

Staff/Faculty Appreciation Week

Reports to: PSO

Requirements: Two Coordinators, one for December and one for May to coordinating food/goodies for faculty and staff during the week.

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PSO Leadership - Committee Members

Reports to: PSO

Requirements: Positions for co-coordinators, social coordinators, financial coordinators and communication/public relations coordinators. Positions fulfill Circle of Volunteer 30 hour requirement.

Fall Craft Fair

Reports to: PSO Chairperson

Requirements: Needs a team leader and someone to coordinate craft booths and food.

Boxtops/Campbell's Soup Rebates

Reports to: PSO

Requirements: Organize and promote Boxtops for Education and Campbell Soup UPC program. Collects and submits box top coupons and UPC symbols to earn rebates and educational materials for the school.

Rummage Sale

Reports to: PSO

Requirements: Coordinate and run annual summer rummage sale. Volunteers needed to solicit rummage sale items, sort, price and work at sale.

Ditch the Dress Code

Reports to: PSO

Requirements: Coordinate parents to help collect fines for allowed dress code violations at school entrances the morning of event.

Pancake Breakfast, School Dinners

Reports to: PSO

Requirements: These events require a team leader, ticket salesperson, advertising solicitor, set-up, clean-up, menu and food coordinator.

School-wide Events

Book Fairs

Reports to: Kriss Buihner, Director of Special Events

Requirements: Coordinator and cashiers needed to organize, promote and work the fall and spring Scholastic Book Fairs.

Catholic Schools Week

Reports to: Mrs. Fosnaugh, Campus Minister

Requirements: Volunteers are needed throughout the week (last week in January) to assist in coordinating various activities (i.e. Grandparents Day, church attendance in uniform, etc).

May Crowning

Reports to: Mrs. Salazar

Requirements: Volunteers needed to coordinate the annual celebration of the May Crowning of Mary held in the Grotto first part of May with the elementary students.

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Uniform Exchange

Reports to: Sarah Jager, Office Manager

Requirements: Solicit used uniforms from families and organize a sale to be held the last two days of school.

Grant Writer

Reports to: Director of Alumni and Grant Writer

Requirements: Experience in Grant Writing. Responsible for writing and submitting grant applications on behalf of the school.

Pizza Wednesdays

Reports to: Bobbi Meyer BOD Fundraising

Requirements: Assist in serving pizza during elementary and high school lunches when “Pizza Wednesday” is held.

Dance Chaperons

Reports to: Individual Requester

Requirements: Individuals needed to chaperon various school dances and proms.

Field Trip Drivers

Reports to: Individual Requester

Requirements: Drivers needed to assist faculty on various field trips throughout the school year. Must hold a current driver’s license and insurance. Please fill out the form in the front office.

Ink Cartridge / Cell Phone Rebates

Reports to: Sarah Jager, Office Manager

Requirements: Organize ink cartridge and cell phone collection and readies for shipping to national company for rebates.

Back to School Night

Reports to: Kriss Buihner, Director of Special Events.

Requirements: Help is needed with coordinating food, set-up and clean-up.

Lunchroom and Playground monitors

Reports to: Paul Shanahan, Dean of Academics.

Requirements: Assist staff with supervising students as they eat lunch and play on the playground. Alert staff of discipline issues which will then be handled immediately by the staff member present. A TB test within the past four years, fingerprinting and background check are also required.

Lead Room Parents

Requirements: This position coordinates all of the room parents (K-12). Helps call for volunteers for various events. Is the main contact for the Director of Events.

Room Parents

Reports to: Kriss Buihner, Director of Special Events

Requirements: This position is the classroom representatives (K-12). Helps call parent volunteers for various events, plan class parties, and assist the teacher with special class projects.

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Other

If you have an area of expertise, talent or hobby not listed or have a department that you would specifically like to volunteer in please list it on the bottom of the volunteer form.