

NOCCS

Volunteer Handbook

2007 / 2008

Volunteer Handbook

Descriptions of Jobs

Below is a list of the volunteer opportunities at NOCCS. There follows a short description of each job and an indication of the type of commitment involved. This list is not exhaustive, but hopefully it is fairly comprehensive! If you see any glaring omissions please let me know so that I can include them in a future edition. The jobs are split into three broad categories, Facilities, Curriculum, and Fundraising. You will find that some jobs could easily have been put under all three broad headings, try not to worry about this!

You will get the chance to sign up for volunteer opportunities during the first week of the school year. This list is for you to peruse prior to school starting and hopefully to have some idea ahead of time what you might choose to do.

FACILITIES

Handy People

If you are good at banging in the odd nail and have a little DIY knowledge, then this will be perfect for you. This will be an “as needed” job great for folks who work and want to fill their hours at the weekend or after work.

Yard Duty

If you are available in the morning or at lunchtime and want to work with the children in the yard this is a fabulous use of your time. We are also interested in people who might like to learn how to help the children with peacemaking skills.

Safety Committee

We need some dedicated people who can really get the safety committee revved into action. One of the most important jobs given the nature of our site. This offers people offsite volunteer opportunities liaising with local authorities as well as onsite activities. The collation of Earthquake kits, and responsibility for offering CPR and first aid training are amongst the aspects covered here.

Lost and Found

Really great job if you're a working parent. This job can be done at your own convenience and is quick and easy. The lost and found needs sorting every now and then. A quick email letting people know they need to look through the rack for their clothes then a trip to a thrift store with the left-overs! Simple, quick, easy!

Staff Resource Center Maintenance

Our wonderful staff need their thriving resource center kept in order. You would get to liaise with the lovely staff and then the maintenance would be pretty much at your own convenience. Another great job for people with changing or busy schedules. Rachel Oda will mentor anyone who wants to take this on.

Office Assistants

Our fabulous Ananda will be needing some office help this year. We need to fill the hours equivalent to a full time assistant. This does not have to be one person, but if someone wants to take it on raise your hand and holler! If you have a certain morning/s or afternoon/s that you could give to NOCCS this would be a great way to really help out and make a difference.

The job would entail help with the Friday folders, general admin, administering first aid and other office duties. We are asking people to apply for this job, so if you're interested, contact Ananda for more details. How to get to know EVERYONE? Take this volunteer opportunity!

School Historian

This would be a really wonderful opportunity for an existing family and a new family to work together. We need to archive photos and generate an institutional memory. Any 4/5 family feeling they could take this on as a final goodbye and pass on to a new family some of that ol' NOCCS magic? The new family would help with the organisation of this and hopefully take over, or pass on to another team next year. A great way to volunteer and create your own schedule, you do it in your own time frame.

PR + Community Outreach

There are a number of ways that we need to reach out to the community. I have listed some of the ways below. The time commitment with each one varies and school tours for example only happen at certain times of the year.

- Diversity Committee
- New students and school tours
- Newsletter
- Thank you notes
- Community Relationship building
- Open House Organization
- Service Learning

Hot Lunches

The organisation of this project could be undertaken in someone's own time at their convenience. If it became a viable project then it would also require people to help actually serve lunch each day and clear up.

Parent Liaisons

We currently have two wonderful parent liaisons, Crystal Johnson and Wendy Barry Owen. The primary role of the Parent Liaison is to convey ideas, questions, issues, compliments, concerns and complaints from parents to the appropriate person/people and provide a timely response back to the parent(s). The Parent Liaison is a completely neutral party in this process, serving as a conduit for communication between the parents and the rest of the school community. The Parent Liaisons are accessible to the NOCCS community, meet regularly with the Director, convey information to the Board, and assist in organizing the Community/ Family Meetings.

Technology

Anyone with technological experience can help out in this area. I have listed the various areas where there are volunteer opportunities. Most would be at a time convenient to yourself.

Lead: Jean Paul Bonjour

- Website
- Software
- Computer systems expertise/ classroom set-up
- Data base work
- Non computer mechanical equipment support

Lunch Set Up and Clean Up

Self explanatory!! Each takes about half an hour.

Bulletin Boards

This is a new but important job. We need someone to keep the bulletin boards up to date, informative and beautiful! A job that could be done almost exclusively as the volunteers' schedules allows.

School Library

We have a fantastic number of books....in boxes! We are going to try and set up a school library this year. A couple of parents have already expressed interest, but this is going to be a big job and will need some worker bees. This job would be good for someone with a shifting schedule or who wants to decide their own hours.

Errands

If you are able to run errands on an adhoc basis and are happy to let the office staff have your name on their list of people to call this job is for you. Errands may range from getting paper from a store for the photocopying, to taking mail to the post office. You may be asked to help stuff envelopes or pick up a coffee for Ananda (joke).

Community Meeting Minute Taker

Every month, we need someone to take the minutes at our meetings. This commitment is 1½ hours per month. Can always be shared!

Admissions

Rachel Oda will be taking charge of admissions and school tours this year. She may need help with making phone calls and administration. The bulk of volunteer time would take place in the Spring time. Please see Rachel for more details.

Buddy Families

This initiative led by Lee Slome involves volunteer work at the end of each year and the beginning of the next. The scheme aims to put current families in touch with incoming families with the aim of easing transition into NOCCS and helping new families have an existing link when the school year starts. For more details see Lee Slome.

Finance

The Finance team is led by Peter Trueblood and deals with all things financial!! Too much to detail in this humble document. If you have a financial background and would like to help out in this aspect of school life, please see Peter for further information.

CURRICULUM

Room Parents

This is a lovely job if you are interested in getting to know the other families in your child's class. It requires weekly commitment, a job description is available from each teacher.

Classroom Help

In class help will be arranged by individual teachers, but is likely to include help with the handwriting course, field trip organization, photocopying, assignment prep and in class support.

Science Kit Pick Up & Delivery

As needed by teachers.

Mosaic

This is a fabulous residential course that the 4th grade kids attend every year. It needs a team of people to coordinate the trip and be responsible for any fundraising that is needed to enable it to happen.

Enrichment

We are looking for talented parents to lead some of the enrichment activities for our children. This would be a weekly commitment during the school day, as little as one hour or as much as you are able to spare!! If you are proficient in any of the following, maybe you could consider this chance to work with our children:

- Spanish
- Art
- P.E.
- Peacemaking
- Book Clubs

Volunteer Education Group

Board member and parent, Robert Wack has offered to train people to be aides in the classroom with some of our children who have special needs. If you would like to do some volunteer work in the classroom and learn some really wonderful skills, this is the spot for you.

Lead : Robert Wack

Middle School

The plans are afoot to expand NOCCS to 6th grade next year and we need your help! Making the NOCCS vision stretch into Middle School reality takes a team. If you want to be part of that team, and think you have the skills that fit this project contact Richard Owen for more details.

ASP (After School Program)

Our after school program needs people to help out by providing snacks but also by volunteering their time to supervise the children and work on fun projects with them. You would be working with Cynthia Blancaflor and if you could give time to be present would be needed from 3pm. Cynthia can provide more detailed information.

Art

We have a vibrant and hard working Art Committee. There are opportunities to work on the in-class curriculum as well as one-off projects. There is also the chance to organize “Original Works” where the children’s beautiful art is put onto T-shirts, mugs and many other things.

Green Team

There are plenty of amazing opportunities to help out with all things Green.. There are opportunities on a daily, weekly, monthly or ad hoc basis. Jobs include, recycling batteries, ink cartridges, plastic bags, organizing Earth Day, recycling daily school waste, and much, much more.

Gardening

We love our garden here at NOCCS. I'm still stunned by the incredible transformation outside the building. We need folks to join the team led by Dina M and Cindy T.

Jobs include:

- **Watering:** This would take half an hour at any time of the day you choose on as few or as many days as you choose. The aim is to create a rota.
- **Weeding/ planting:** Do this whenever you have time, night-time weeding not recommended!!
- **Gardening curriculum:** If you're interested in working with the gardening team to bring even more gardening into the curriculum, this would be a great opportunity.
- **Park Clean Up:** A vital job that needs doing on a daily basis for half an hour first thing in the morning. We will hopefully create a rota for this very important job also.

Graduation

Graduation means a lot to the children and takes a little organising. Obviously the lion's share of this job will be done at the end of the school year.

Community Events

There are many chances to be involved with community events during the year, all the events listed below require people to help with logistics, set up and clean up. Most also require contributions of food or marshalling. If you want to be involved in an event, the time commitment may be just at the time of the event, or could involve commitment in the weeks leading up to it. These are a really fun way to get involved!! Here is a list of the main events of the year:

- Halloween parade
- Field day
- Read all day
- Write all day
- 100th day
- Talent show
- Family Dances
- Earth Day
- Community Day
- Camping Trip
- Staff Appreciation lunch
- Friday night dinners

FUNDRAISING

Grant Writing

We need grant writers always!! This would involve working with people who have written grants before but the bulk of the work would be done outside school hours as and when you could manage it. Grants are time sensitive, so this job would mean working to certain deadlines. If you have experience of this type of work, we need your expertise

Fundraising Committee

The fundraising committee is a hugely important part of NOCCS. We need many more people helping out this year so that we can keep NOCCS expanding and thriving. Your input can be as little or as large as you choose. We need a strong committee and also people to help with each of the events. The following are short descriptions of each of the main fundraising initiatives.

Walkathon (October)

We need chaperones, recorders, donation/sponsor solicitors, food help, set up and break down. This fabulous fundraising event allows the students to participate in the fundraising process and feel pride in helping their school. Prior to the event, students collect pledges from family and friends. On the day of the event, the children walk their hearts out and have a great time with their NOCCS friends!

The Walkathon committee solicits event sponsors who can get their name on a T-shirt or a banner in exchange for a donation. Families are asked to participate by helping the students to collect the pledges and with helping with the logistics on the day of this super fun event.

Leader: Deborah Owen

Garage Sale (October)

This is the first event of the year and combines a community day with a fun garage sale to raise money for ASP. We need people to collect goodies, advertise the event, set up, sell, take money and clean up at the end.

Family Dances

My pet fave!! We hope to have three this year, they are so much fun and not too time consuming to organise. You would mainly be needed to help out in the two week lead up and on the actual day of the dance. We also need someone to organise one of the dances.

- Halloween Dance (Sharon Clark) October
- Disco disco disco!! (Sharon Clark) February
- Dance three ...?

Annual Giving

(details to follow....)

Holiday Cards

This would be an opportunity to work with Erin Collum who will be designing the holiday cards this year. If you would like to help in anyway with the distribution of Holiday cards or with the production of them, see Erin.

Holiday Bazaar (December)

This is a fun and holiday inspired event. We need help setting up, running stalls, taking money, clearing up. This event is being organised by Karen Keith and Sharon Krieger.

Auction (March)

The Annual Auction is one of NOCCS' most important fundraising events plus it is LOADS of fun. Donations from local and national companies, as well as NOCCS community members, are solicited, collected and organised. The donated items are then auctioned at an evening pot-luck party where parents and guests get time to socialize in a kid-free environment!

There is no charge to get in, but the size of this event requires families to participate in many ways; by joining the auction committee, soliciting donations, providing items and ideas for the Auction, helping with logistics and showing up at the Auction to have fun and hopefully find some good bargains! We also need folk to organise mailing, donation pick ups, help create the catalogue, decorate, set up, clean up, be cashiers, haulers...you get the idea, something for absolutely everyone here! Auction team led by Helen Gibson, Nancy Peterson and Sandy Wieder.

Chevy's/Pasta Pomodoro/Cody's

This is a straightforward job and a great way for the school to earn money. On certain days we spend money with the above businesses and they donate a percentage of what we spend back to NOCCS. You would need to contact these businesses organize when we could visit them, advertise the event and distribute flyers.

eScrip/Schoolpop

This is a painless and easy way to raise money for NOCCS. Families enrol by registering their credit cards on line with eScrip. Then, whenever those cards are used at participating stores, a percentage of the purchase price is donated back to NOCCS. For Schoolpop, online registration is also required. Families are asked to make their online purchases through the Schoolpop website, where it takes you to the merchant of your choice. 1% is donated back to NOCCS. Registration costs NOTHING! We need enrolment data entry helpers, an eScrip coordinator and a Schoolpop coordinator. Most of the commitment is at the beginning of the school year.

Cafe NOCCS

We now have a wonderful coffee cart and need people to help run it! This would mainly be a morning job, if you have an hour early morning, and like coffee, this one is made for you. Wendy Barry Owen is taking charge of this project

Retail

There is an opportunity here to sell NOCCS goods via websites like Cafe Press. There are also many ways that we can expand the donations to NOCCS through retailers such as Farmer Joe's, Home Depot, Berkeley Bowl etc. This would need a person or a team of people who are good at organizing such opportunities and advertising them to the community.