

Volunteer Positions 2025-2026

These are the volunteer positions for the upcoming school year. Please review the short descriptions and choose a job that fits you best. Our desire is for you to serve where God would have you serve so please prayerfully consider as you choose. The jobs have been broken down into manageable sizes. Certain jobs including Coordinators, Inquiries & Membership Liaison, Treasurer, Class Hosts, Teachers, & SPC positions are chosen by the board prior to the start of the new year. If you are interested in any of those roles, please reach out to the board or complete the yearly membership survey.

When you are updating your profile at registration, please choose the job you are most interested in. You may volunteer for more than 1 job is you would like. Jobs will be filled on a first-come, first-serve basis so register early.

Administrative Jobs			
<i>Member Support</i>	<i>Group Liaison</i>	<i>Website Assistant</i>	<i>Administrative Assistant</i>
<ul style="list-style-type: none"> ❖ Helps new members connect & integrate into the group. ❖ Helps returning members connect with other members when they need homeschooling advice. ❖ Approximate Time: 1-2 hours/month 	<ul style="list-style-type: none"> ❖ Posts important information from CHEA, HSLDA, & Family Protection Ministries (FPM) ❖ Approximate Time: 1 hour/month 	<ul style="list-style-type: none"> ❖ Assists the coordinators with posting updates to the public & private website. ❖ Keeps website updated. ❖ Approximate Time: 1-2 hours/month 	<ul style="list-style-type: none"> ❖ Assists the Administrative Coordinator with administrative tasks throughout the year as needed. ❖ Approximate Time: 1 hour/month

Park Days & Classes Jobs		
<i>Weekly Monitor</i>	<i>Substitute Teacher</i>	<i>P.E. Payment Collector</i>
<ul style="list-style-type: none"> ❖ Posts occasional changes to Friday schedule or location. ❖ Keeps tabs on need to change park locations. ❖ Approximate Time: 1 hour/month 	<ul style="list-style-type: none"> ❖ Substitute teaches a class when the teacher is absent. ❖ Teachers will arrange subs as needed for their own classes. ❖ Approximate Time: Occasional 	<ul style="list-style-type: none"> ❖ Collects attendance sheets from PE teachers on weeks 1 & 3. ❖ Marks PE attendance on website. ❖ Collects PE payments on behalf of PE teachers at the end of each semester and distributes to PE teachers. ❖ Approximate Time: 1-2 hours/month

Family Support Jobs

<i>T.E.A. Time Planner</i>	<i>Family Activity Planner</i>	<i>Event Set-up/Take Down</i>	<i>Prayer Team Leader</i>	<i>Librarian</i>
<ul style="list-style-type: none"> ❖ Plans at least 1 T.E.A. time per year as assigned by the Coordinator. ❖ Organizes & posts about assigned event. ❖ Approximate Time: 5 hours/once a year 	<ul style="list-style-type: none"> ❖ Plans at least 1 family activity per year as assigned by the Coordinator. ❖ Organizes & posts about assigned event. ❖ Approximate Time: 5 hours/once a year 	<ul style="list-style-type: none"> ❖ Arrives early to help set-up and stays after to help tear down at events, as needed. ❖ Approximate Time: 1 hour/specific event 	<ul style="list-style-type: none"> ❖ Coordinates all the members who would like to be part of the prayer team to make sure all families are prayed for regularly. ❖ Approximate Time: 1-2 hours/month 	<ul style="list-style-type: none"> ❖ Updates the lending section on the website ❖ Tracks which books are loaned out ❖ Stores library items ❖ Approximate Time: 1 hours/month

Field Trip & Service Projects Jobs

<i>Field Trip Planner</i>	<i>Service Project Planner</i>
<ul style="list-style-type: none"> ❖ Plans at least 1 field trip per year as assigned by the Coordinator. ❖ Organizes & posts about assigned field trip. ❖ Approximate Time: 5 hours/once a year 	<ul style="list-style-type: none"> ❖ Plans at least 1 service project per year as assigned by the Coordinator. ❖ Organizes & posts about assigned service project. ❖ Approximate Time: 5 hours/once a year