

Volunteer Roles & Expectations

All roles are appointed by the Director team annually and are planned for one year (academic term) but may be renewed for multiple years. Below is a listing of potential roles, not all roles may be required each year.

Volunteer Roles – *Class Day*

Instructors: Biblical Worldview, love children, enjoy the subject, reliable, patient, willing to prepare before class time.

Assistants: Joyfully serving the class to help facilitate projects, help manage class, and serve as the second adult in the classroom to comply with the facility requirements, gift of last-minute flexibility, willing to step in when needed (including as a substitute), normally will require little prep time if any at all

Set-Up Crew: Make sure the classes are set and supplied for the academy day.

Clean-Up Crew: Will help reset the campus to the state (or better) it was before we met.

Volunteer Roles - *Coordinators*

Administrative Coordinator: This person is responsible for the website and social media management, Policies and Procedures, organizing and tracking volunteer hours, and calendar organization. This person interacts with each family and works closely with various coordinators.

Admissions Coordinator: This person determines the admissions timeline and processes, including interviewing families and maintaining expulsion policy and procedures. This person interacts with each family and works closely with various coordinators.

College/Career Track Coordinator: Sets up and runs a College and Career Fair. Presents Rhetoric students with scholarship information. Sets up and leads several tours for Rhetoric level students. Meets with students curious about enrollment with future goals.

Curriculum Coordinator: Oversees the Scope and Sequence for programs for Grammar-Rhetoric. Works with curriculum selection committee to determine curriculum for the year. Is in charge of making sure the syllabus for Grammar and Logic is complete and ready to be distributed before the school year.

Day Coordinator (2 positions): These two positions are responsible to ensure the class day for all levels is executed as planned. They work with the Director of Operations to make sure classroom space is assigned appropriately, open campus each class day, manage classroom set up, manage Instructor and Assistant placement (subs), manage campus cleanup, manage the return of supplies at the end of the day, and ensure campus is locked up. They are the point person for the day for any questions and issues. Works with Supply Coordinators to make sure supplies are being managed appropriately. These coordinators are responsible for facilitating connections between Grammar Instructors and ACA leadership. Works with Grammar Instructors to make sure they are delivering the material and doing well in class. They visit classes throughout the semester to check in with the instructors. They will work with the Academic Director.

Family Coordinator: This person is responsible for facilitating connections between Families and ACA leadership. Works with Families to make sure they are understanding the material and doing well by checking in with each Family at least once per semester.

Field Trip Coordinator: This person is responsible for scheduling and promoting field trips for students and for families. These can be delegated to those interested in helping lead individual events. Works with the other coordinators especially the age-specific coordinators to plan field trips applicable to their group.

Finance Coordinator: This person is responsible for managing invoices and payment of tuition/fees, financial aid scholarships, maintaining the budget, and tax preparation. This person works closely with the admissions coordinator and supply coordinator.

Rhetoric Instructor Coordinator: This person is responsible for facilitating connections between Rhetoric Instructors and ACA leadership. Works with Rhetoric Instructors to make sure they understand and deliver class material and feel confident in class. Will check in at the beginning of the year to make sure all instructors have completed a syllabus and are comfortable using the website to update grades. They visit classes throughout the semester to check in with instructors. They will work with the Academic Director.

Security Coordinator: This person is responsible to ensure all areas of the school day are secure for the students and families attending. This person will survey the campus via security cameras and physical observation. Since this is a singular position without shared responsibility, this position will fill all volunteer point requirements. Works with the other coordinators to communicate security needs.

Social/Events Coordinator: This person is responsible for scheduling and promoting social events for students and for families. These can be delegated to those interested in helping lead individual events. This person is also responsible for planning and overseeing volunteers for the Family Orientation, Rhetoric Spring Formal and the End of the Year Celebration.

Supplies Coordinator: This person is responsible for ordering and organization of supplies needed for the all Grammar - Logic Classes. Works with Teachers to get supplies for the year organized and stored at ACA and to Inventory supplies over summer that are already purchased.