

Volunteer Roles and Descriptions

Please note that volunteer positions offered may change each year depending on community needs. The following is just a basic overview of positions. Specific job description roles will be available for viewing when volunteer role sign-ups take place a few weeks before classes start in August. Whatever role you sign up for, will be your role for the entire academic year.

Church Opener: The position starts about an hour before the first class starts. Openers are responsible for setting up for the day. This can include the following: setting up or moving around classroom tables, chairs, A/V needs, cones in the north parking lot for the play area, hanging signs, making sure all the classroom clocks work properly, helping the front desk person set up, shoveling pathway into the building if needed, etc. This is an important position because if we start the day set up well, the day moves along more seamlessly.

Front desk: The position starts about a half-hour before classes start, and a new monitor is assigned every hour or two throughout the day. The final monitor shift is determined by when the last class of the day gets out. The first person of the day helps to set up the front desk with the tables, chairs, supplies, and file box. All front desk monitors must wear a monitor name tag with an attached whistle for safety purposes, keep an eye out for any outside threats, sign in visitors and give them visitors badges, help the students create temporary badges as needed, and help answer questions that parents/visitors/students may have. There is a notebook that is at the front desk that has answers to many of the questions that may come up. Front desk monitors may need to post signs about canceled classes if an outside monitor is on duty or not, and other pertinent information. They need to pass pertinent information on to the person who takes their position after their shift is over. At the end of the day, they are responsible for putting the supplies and file box back in the filing cabinet in the Credo storage room, storing the table and chairs, cleaning the entryway and stairs, and ensuring everything is left in a clean, orderly way.

Chatroom & Quiet Study Hall Monitor: This position starts around 9:00am, and a new monitor is assigned every hour or two. The chatroom monitor should keep an eye on the students in the fellowship hall and in the quiet study hall room, walking around the room every 10 minutes or so (also looking in the quiet study hall room) to make sure the students are picking up after themselves, reminding them not to respect church property by not tipping chairs or putting feet on tables or walls, students have name badges on, and that their conversations and behavior are God-honoring. Not necessarily “eaves dropping” but just keeping an ear out. No electronics are allowed in the chatroom except at the “electronics table” for school purposes only (screens face the room for accountability). Phones are usually the typical problem in this room but can only be used at the front desk. We ask parents not to use their phones in the chatroom since the students are not allowed to. Please keep an eye on the quiet study hall room as well, ensuring students are quiet (so they don’t disturb other students trying to study) and that their electronics use is for school purposes only. Earbuds in the quiet study hall room are okay. Each monitor needs to wear a monitor name tag with an attached whistle for safety purposes, and they need to make sure the room is picked up by the end of their shift (sweep up messes, wipe tables if there are spills, etc.). The beginning of the day monitor may need to set up tables, chairs, the quiet study hall area, and the microwave area. End of day monitor needs to sweep the floor, wipe the tables, watch for wall scuffs and wipe them off, and set tables and chairs as the church instructs us to leave them.

Outside Monitor: This position starts around 9:00am and changes every hour or two. Every outdoor monitor needs to wear a monitor badge with an attached whistle for safety purposes. The first outside monitor should set up the cones (if it isn’t already done), bring the ball bin, trash can, and chairs outside, set up the chairs in front of the windows to block the balls from hitting them, and set up the picnic table (if available). They may need to shovel a pathway of snow to the doors if it isn’t done already when you arrive. The outside monitor stays outside with the students (or in an inside room if it is too cold) to ensure the children’s safety. Please dress for the weather. The outside monitor makes sure the students play only in the cone zone in the parking lot, not wandering to other parts of church property or hanging out in

cars where there is no supervision. They should make sure the students allow each other to play and share the space but don't micromanage their games. Think about it like a playground. Also, keeping an ear out for words that are not God-honoring and helping to resolve conflicts in a fair way. The last monitor of the day should bring in the trashcan that has been set outside, pick up any trash on the ground, put away the picnic table, bring in the cones, and any other equipment.

Coffee Area Set-Up/Tear Down: The set-up position starts around when the first class of the day starts and lasts until around lunchtime. They are responsible for setting up a coffee, tea, and snack area for parents/teachers, setting up a sign-up for people to bring nut-free snacks, and brewing new coffee as needed throughout the morning. They also need to set up the microwave and tea area for the students. They may need to set up a table and chairs for the parent/teacher area. The last position of the day just puts it all away, cleans the kitchen and parent/teacher area, makes sure the floors in the kitchen and the hallway right outside the kitchen are clean, helps the last chatroom monitor clean, and makes sure it is left in a clean and orderly way.

Hall Monitors: This position usually starts around 9a, and a new monitor is assigned every hour or two until the end of the day. Every hall monitor needs to wear a name tag badge with an attached whistle for safety purposes. Hall monitors roam the halls and upstairs area making sure students are staying in areas that have a parent to monitor them and ensuring that students are being respectful in the hallways with their noise and activity level so other classes are not disturbed. Monitors are also responsible for checking bathrooms supplies and leaks, keeping an eye out for any safety issues, and may need to clean an assigned area at the end of their shift.

Clean-Up Crew: These positions generally start later in the day. Every year needs in this area are different. Generally, if you are part of the clean-up crew, you will be assigned an area of the building to clean.

Church Closer: This position starts about an hour before the last class ends and they stay to be the last person out of the building (usually around 3-3:30p). This is a VERY important position! This person is responsible for leaving the building in a manner that is pleasing to the church. They need to have a heart that desires to keep Credo's relationship with the church on good terms by taking ownership of their role and ensuring we are leaving the building in the condition they ask us to. General tasks: remove all the signs we post, ensure the cleaning that was assigned to other volunteers was completed well, return tables and chairs to their appropriate places, take out all the trash, do a final walk-through, etc.

Administrative roles: There are administrative roles that the board defines and assigns that are usually off-campus positions that fill volunteer requirements. Admin roles are only given to families that have been at Credo Academy for at least one year. These positions typically carry a heavier time commitment than on-campus roles and require that you be available to complete the tasks given on days other than typical Credo days when classes are being held.