

## Parent Volunteer job descriptions (1 of 2)

| <u>Instructor</u>  | <u>Main Class Station assistant</u>   | <u>Circle of Fun Station assistant</u>   |
|--|---|--|
|  | The Main Class is the primary station being taught by a parent-Instructor. The Main Class Assistant will help the Instructor, as needed.  | Circle of Fun is a set of classes on rotation. Advance preparation has been completed by co-op Leadership (or members).  |
| <p>Teach a class in our co-op! We rely on parent-led teaching to keep our co-op running.</p> <p>If you know what you want to teach, wonderful! Class topics are chosen by volunteer instructors. If you would like help deciding on a topic, please don't hesitate to talk to the co-op Organizers.</p> <p>Classes run from a minimum of 2 meetings, to as many meetings as you would like. Please sign up for as many months as you are interested in teaching.</p> <p>All <b>Enrolled</b> and <b>Enrolled+</b> members are expected to sign up for Instructor 1-2 months per year, and Instructors received a discount on their enrollment fees during the months they teach. Please see the forum thread with a <a href="#"><u>Proposed Volunteer Schedule</u></a>.</p> | <p>Familiarize yourself with the station tasks and objectives by meeting with the lead Instructor.</p> <p>Help set-up the station, as needed.</p> <p><b>Remain at the station</b> to assist students during the <b>entire class time</b>.</p> <ul style="list-style-type: none"> <li>○ If you need to step away for an extended time while students are present at your station, please make arrangements with another parent to provide student assistance.</li> </ul> <p>Help clean up the station.</p> | <p>Familiarize yourself with the station tasks and objectives.</p> <p>Set-up the station upon arrival:</p> <ul style="list-style-type: none"> <li>○ Locate and arrange tables and chairs, as required (check in with host or leadership if needed).</li> <li>○ Place tablecloth on table, as prudent. Plastic tablecloths are in the General Supplies bin brought to meetings by leadership.</li> <li>○ Locate and arrange supplies, if any (usually in a labeled yellow tote bag brought to meetings by leadership).</li> </ul> <p><b>Remain at the station</b> to assist students during the <b>entire class time</b>.</p> <ul style="list-style-type: none"> <li>○ If you need to step away for an extended time while students are present at your station, please make arrangements with another parent to provide student assistance.</li> </ul> <p>Clean up the station.</p> <p>Notify leadership if additional supplies should be purchased prior to the next rotation for this station topic.</p> |

## Parent Volunteer job descriptions (2 of 2)

| <u>STEAM Station assistant</u>  | <u>Library Station assistant</u>   | <u>Nursery parent</u>  |
|---|--|--|
| <p>A skeletal structure for the STEAM station has been prepared by the leadership and previous STEAM assistants.</p>  | <p>Library assistants will typically read to students, as well as help with the music player and keep the other Library materials organized.</p>   |  |
| <p>Be a custodian for four (4) STEAM boxes.</p> <p>Science (blue)      Technology &amp; Engineering (white)      Art (green)      Math (red)</p> <p>Bring a set of STEAM boxes to all Class Meetings you attend.</p> <p><b>Refresh AT LEAST ONE (1) box each month.</b></p> <ul style="list-style-type: none"> <li>○ Look through the <u>co-op inventory</u> to see what items are available at no extra cost to members.</li> <li>○ Contact the <u>co-op leaders</u> : <ul style="list-style-type: none"> <li>▪ if you need them to pull-out the needed items from co-op storage.</li> <li>▪ if you would like authorization to purchase additional supplies.</li> </ul> </li> </ul> <p>Set-up the station upon arrival:</p> <ul style="list-style-type: none"> <li>○ Locate and arrange tables and chairs, as required (check in with host or leadership if needed).</li> <li>○ Place tablecloth on table, as prudent. Plastic tablecloths are in the General Supplies bin brought to meetings by leadership.</li> <li>○ Locate and arrange supplies, if any (usually in a labeled yellow tote bag brought to meetings by leadership).</li> </ul> <p><b>Remain at the station entire class time:</b></p> <ul style="list-style-type: none"> <li>○ Assist students at the STEAM station during the class meeting as necessary.</li> <li>○ Help the students return all items to the correct STEAM box.</li> </ul> <p>Clean up the station.</p> <p>Take a set of STEAM boxes home (or turn over to the next parent volunteer)</p> | <p>Lead about 5 minutes of <b>stretches</b> immediately following the Host's Storytime.</p> <ul style="list-style-type: none"> <li>○ This should be from about 10:15-10:20, particularly when there is a large group of students.</li> <li>○ You can choose the way that you are most comfortable to lead stretches, or use our deck of Yoga cards for inspiration.</li> </ul> <p>Locate the library materials and familiarize themselves with the station tasks and objectives.</p> <p>Help set-up the station, as needed.</p> <p><b>Remain at the station</b> to assist students during the <b>entire class time.</b></p> <ul style="list-style-type: none"> <li>○ If you need to step away for an extended time while students are present at your station, please make arrangements with another parent to provide student assistance.</li> <li>○ <u>Junior Leaders</u> may take a break in order to participate in the other stations.</li> </ul> <p>Help clean up the station.</p> | <p>Watch littles when their parent is busy at a station and they are not participating. Our goal is to allow students who are participating in the classes to not be distracted, and to allow parents to participate knowing that their children are being supervised.</p> <p>When groups are large, we may have a separate room designated as a "nursery" and a group of nursery volunteers may take the littles for a nature walk.</p> |

