



Edgemont School Volunteer Descriptions 2017-2018

Classroom related opportunities (time commitment varies):

Classroom Volunteer

From time to time, volunteers are required in the classroom to help with reading, crafts, taking down or putting up bulletin boards, or other tasks the teacher may require assistance with.

Field Trip Support

Volunteers are responsible for a group of students outside of the school ground. They are required to guide students through teacher prepared material while enjoying the trip.

Scholastic Book Coordinator

Volunteers good with numbers are required to collect and accurately tally book order information and payments for the teacher.

Volunteer Anywhere

Any classroom in need of a Volunteer can call upon these volunteers for assistance.

Opportunities within or for the School:

Bike To School Day

Volunteers help the Grade 5 students during two shifts (before and after school), to assist students with putting their bikes/scooters/skateboards into the gym lockup by classroom at the start of the day and then matching them, using a two-sided ticket system, with the correct bike/scooter/skateboard at the end of the day.

Book Fair

Twice per school year, volunteers are required to set-up and take down book displays, to be a cashier (on-site training is provided), to help students find books they may be interested in purchasing, and to help the younger students write down the names of books on their wish list.

Casino

Every 18 months, our school is fortunate to participate in a fundraising casino by working the cash room and floor in a casino. This 2-day casino is held on any day of the week, as assigned in a random lottery by the AGLC. The large proceeds from this event are used towards library books, SMART boards, math manipulatives, playground equipment, student agendas, and much more. No experience is necessary to help and on-site training is provided. This is the only volunteer opportunity that can be done without Security Clearance. The most recent casino, was held in March 2017. We need at least 40 volunteers to work a shift at this casino. Time commitment varies.

Cookie Day

Every mid-month Tuesday, Wednesday or Thursday, except in December, children are given the opportunity to purchase 1 or 2 cookies, provided by parents, brought in by their classmates, for \$0.25 each (max. \$0.50). Each student gets to bring in 20 or more, large cookies once per school year. Volunteers are asked to come into the staffroom at 9 am to help sort, sell, and distribute the cookies at recess. Help is also required to count the money. Commitment is 2.5 hours/month.

Creating Inventory Listings

Volunteers will create a computerized listing of school resources in classroom math carts, book carts and in the Science and Math Storage rooms. This project will occur in half-day blocks, until it is complete.

Family Dance

This annual school family dance, held on a Friday in our school gym (date to be determined), requires volunteers to assist in organizing and planning all aspects of the dance including accepting tickets at the door, handing out drinks and snacks at the dance, and set-up/clean-up/take down tables, chairs and decorations. Commitment varies.

Fun Lunch

7-8 times per school year, the Edgemont Parent School Association (EPSA) supplies a “fun lunch” to students who have pre-purchased them.

- Confirming Orders - Organized in the Panorama Room of the Edgemont Community Association (ECA), Volunteers are asked to assist in counting the money and tallying the orders for each classroom. Commitment is twice a year for 3 hours.
- Sorting Meals – Organized in the Panorama Room of the Edgemont Community Association (ECA), volunteers are asked to help sort lunches by classroom. Commitment is 2 hours/month on Thursdays.
- Buyer – This volunteer is responsible for contacting and placing orders with vendors, as well as buying juice and snacks for each Fun Lunch. Commitment is approx. 2-3 hours/month.

Grade Five Farewell

Volunteers assist teachers with organizing a farewell event for our grade five students. Volunteers would be responsible to: set up and clean up for the ceremony, make/purchase/pick up decorations, purchase/pick up food and beverages for the day. Commitment varies.

Learning Commons (Library) Support

Volunteer jobs could include re-shelving books, sorting, organizing, and processing resources (attaching spine labels & Mylar stickers, rubber stamping, and taping).

Ideally, volunteers:

- * need good fine motor skills
- * are comfortable performing tasks requiring great attention to detail
- * can complete repetitive jobs while following very specific guidelines
- * require an understanding of numerical and alphabetical order
- * would work in the Learning Commons between 9 am and 3 pm (approx. 3 hours in the am or pm)
- * could work on a flexible schedule (i.e.: when people are available)

Library Assistant will provide all necessary instruction and tools required.

Picture Day

Volunteers are required to ensure that there is a smooth flow of classrooms into and out of the Panorama Room for Picture Day and will help students do any final preparations for their photo. Morning (8:45-noon) and afternoon (1-3 pm). Volunteers are required on Picture Day, Retake Day and/or Class Photos Day. Committee Chair required to organize volunteers. Picture Day (6 volunteers), Retake Day (2 volunteers) and Class Photos (2 volunteers).

Pool of Experts

This will be a listing of parents who have particular skills, talents or job expertise that we might utilize to be a guest presenter within a classroom or rooms as part of our inquiry/curriculum studies. Examples include: parents with expertise in jobs that are linked to the curriculum studies i.e.: Forest Management (Trees & Forests), Waste Management (Waste in our World), parents with the ability to talk about and answer student questions around particular cultural celebrations i.e.: Diwali are appreciated.

Pumpkinella

On the school day of or just before Halloween, volunteers are needed to help set up benches, tables, and decorative lights to display the pumpkins in the school gym by 8:30 am. By 8:45 am, volunteers will accept carved pumpkins from students and then arrange and insert tea lights. At the end of that day, assistance is needed to return pumpkins so they can be taken home. Commitment is approx. 2-3 hours.

School Council

Please see school website for School Council Executive and Committee Chair positions and descriptions, as well as meeting dates (<http://school.cbe.ab.ca/school/edgemont/get-involved/school-council>)

Set Design

Requires 3-4 people to help with set design in November/December for the December concert and 3-4 people for set design for the Spring Concert in April. Amount of volunteer time will depend on how elaborate the set design is and could be started a month before the production. Set design could be as simple as painting a backdrop and making a few props.

Sports Day

For approximately 2.5 – 3 hours (times TBA), 50+ volunteers are required to set up Sports Day centres by carrying equipment to the field, help run a centre for the duration of Sports Day, explain how the centre works, interact with students, and bring in all equipment from the field to the gym. Sports Day is held in June.

Staff Appreciation

At least once per school year, volunteers bring in a food dish or beverage (home cooked or purchased) for a sit-down style, served luncheon that we provide for our teachers and staff. Volunteers are also needed to help set up and take down decorations in the Panorama Room, as well as to wash the serving dishes. In addition, parents can also host a soup and sandwich day, breakfast day or just do a snack of fruit and treats trays. Commitment varies.

Swim Change Room (KG-Gr.3)

At least 2 volunteers per classroom per day for one hour. Parents meet at Sir Winston Churchill Pool to help students change quickly and quietly before and after lessons. Both male and female volunteers are needed, particularly males. Swim lessons are scheduled for the end of February and beginning of March.

Wee Read (KG and Gr.1)

Wee read is an eight-week program that matches adults with children to help strengthen the foundations for reading and school success and help children develop their listening, oral language skills and a love of books. Volunteers are matched with two children for 30 minutes each week. They read a story to their small group, talk about the book, and play games that support literacy skills. The volunteer is asked to commit to 1 hour a week so that they can work with two groups of children each week. Books and materials are provided for the volunteer in the Learning Commons. Volunteers need to be able to speak and read English very fluently, as we are hoping to provide this support to some of our students whose families do not have a strong enough command of English to be able to read aloud confidently in English to their children.

If you have any questions about these 2017-2018 Volunteer Opportunities, please contact:

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