



Rooted in Christ, Growing in Creativity, Building Community

Parent Duty Descriptions

CLASSROOM HELPER: Help to get the class set up and materials out, assist the teacher as needed during class time, and help with clean up. This is a hands-on weekly job. Helper positions are available during every class period. In some cases, you will be asked to substitute (weather or illness). This is an easy, natural occurrence as you will be familiar with the students and the subject/and the way the class is conducted. Helpers also ensure students arrive at their next class safely, especially with younger students.

HALL MONITOR (Downstairs, Upstairs, and Fellowship Hall): This job requires you to monitor your assigned area of the building to ensure that our children are not roaming in the halls, but also to check bathrooms, and classrooms, and to keep halls safe and clean. This is a weekly job; time frames are available throughout the day. You may be asked to help step into a class or get help from the front desk.

PERIOD SUB: You will be asked to fill in for any parent who is absent during your specified period and unable fill their parent job. Each week could end up filling a different duty, depending on where the need is.

FRONT DESK DUTY: You need to be a welcoming, cheerful face to students and parents at HCA, checking families in as they arrive. You will monitor who is entering and exiting the building. You are the downstairs resource for students, teachers, and parents. You will be part of the hall monitoring team during this period as well. This is a weekly job; time frames are available throughout the day.

BAGELS & COFFEE SET UP: Before co-op, pick up fresh bagels, then cut them and wrap in saran wrap for our bagel station. Make sure we have enough butter and cream cheese. Make a pot of coffee and water for tea. Put out cups and spoons, etc. Notify the Program Coordinator, Vicky Buzzard, whenever creamer, coffee, cups, spoons, or sugar needs to be restocked. Clean everything up at the end of the day. Set up will need to be done from 8:15am - 8:45am.

BAGELS & COFFEE CLEAN UP: Clean everything up at the end of the day by putting supplies away, cleaning carafes, and wiping down counter- can be cleaned up during 5th period

FELLOWSHIP HALL SETUP: Before co-op , parent will set up tables and chairs, and put up dividers for classroom areas.

BLESSING TABLE SET UP/CLEAN UP: This parent will set up a table in the lower entrance hallway before co-op begins. This table overflows with all sorts of items free for anyone who can use them. If items do not find a new home by 5th period, everyone should pick their items back up. Parent will oversee this process, collect all unclaimed blessings at the end of 5th period, and deliver them to the appropriate charity when necessary. The blessings table should also be taken down and put away.

FINAL ROOM CLEAN UP DUTIES: These are clean up duties that will need to be done at the end of the day (5th period) or the end of a classroom's use. If you are an aide in a class during 5th period you will also be assigned the Final Room Clean Up duties for that room. A list of Final Room Clean Up duties is listed in each classroom in the HCA basket. In more public areas, this person is tidying and putting away any materials or furniture, vacuuming, and wiping down any surfaces and doorknobs. There are a few special final room clean up duties:

- **Lunchroom-** During the end of the lunch period, parent will tidy up the fellowship hall, sweep, wipe tables and chairs, and bring any lost items to the lost and found.
- **Fellowship Hall-** At the end of 5th period, parent reset tables and chairs for the church use, and move dividers from classroom areas
- **Bathrooms-** Parent needs to clean bathrooms downstairs during the last period of the day (5th)- wiping down surfaces, making sure paper supplies are restocked, and garbage is emptied and left in the hall for the Garbage Collection.
- **Garbage Collection-** Remove trash from classrooms, hallways, and bathrooms and take to garbage bins outside of the kitchen.

ROOM BASKET SETUP: This duty involves getting the supply baskets for each room and putting them in the appropriate classrooms each Friday before co-op begins.

ROOM BASKET CLEANUP: This duty involves getting the supply baskets from each classroom and putting them in the supply closet after the end of co-op.

FUNDRAISING COORDINATOR: You will be responsible for coordinating and overseeing all fundraising events at HCA.

NURSERY CAREGIVER: Nursery caregivers will care for children in the nursery and make sure the nursery is cleaned and sanitized often. They report nursery supply needs to the Program Coordinator, Vicky Buzzard.

PRE-K TEACHERS: Teachers of preschool classes create and implement enrichment classes for preschool aged children. Typical classes offered are: art, storytime, circle time, table time, and science.

FESTIVAL OF THE ARTS HELPERS: These parents will organize the food, write the program, set-up and clean-up of this event in the Spring, working with our art teachers and the board. Art teachers will need help displaying their art work as part of the set-up.

WINTER & SPRING CONCERT HELPERS: These parents help with rehearsal day and concert day duties such as coordinating/lining up students for performances, set up and clean up duties. These helpers also set up the stage for different performances, and help with sound/lighting and videotaping performances.

BAKE SALE/CONCESSION COORDINATOR: Coordinate bake sales during our concert events as a fundraising effort. Includes asking parents to bring baked goods to sell, setting up and assigning volunteers to monitor the bake sale table.

END OF YEAR PICNIC HELPERS: These parents organize our end of year potluck picnic and activities. This includes asking parents to bring a potluck item, assigning volunteers to set up and clean up, and making sure paper/plasticware are available and set up. They may work on organizing simple picnic activities for that day, as well.

STUDENT HELPERS: These students are student aides in the classroom, assisting younger peers with their work, helping prep, hand out, or clean materials, run errands for the teacher, and anything else the teacher needs help with.