

## *Office Volunteers*

**Activity:** Help the administrative assistant as needed in the office. This consists of a variety of activities, such as, answering phones, making copies, helping keep track of attendance, signing in visitors, helping students make phone calls, signing out students...

**# people needed:** chair + 15-30 volunteers

### **Job description (chair):**

- Set up a working, temporary calendar before school starts so that there is office help when school opens
- Establish the calendar of volunteers – determine when each volunteer can work and fill in the calendar with times available per the volunteer sheets
- Maintain the calendar with administrative assistant; determine who is having trouble keeping their times and make changes accordingly.
- Provide a calendar monthly for the 2 office assistants
- Set up an email list so that if a volunteer is unable to be there for their shift, they can try to get a substitute
- Lead a new volunteer training/orientation at beginning of year

**Time commitment (chair):** 2 hours/month

### **Job description (office volunteer):**

- Perform variety of clerical tasks as needed by administrative assistant
- Answer phones, help with visitor check-in, student check-out
- Make copies for teachers and/or principal
- Help students as they come to the office with variety of requests

**Time commitment (office volunteer):** between 2-4 hours/month