

Leadership & Coordinator Volunteer Descriptions

These volunteer responsibilities may involve leading a team or may be individually initiated. The time commitment is up to 30 hours per school year depending on the role. Some of these opportunities are flexible can be done from home or during the weekends and evenings.

Art Room Maintenance

Description:

Inventory and organization of the Art Room on a monthly basis. Tracking of inventory for ordering purposes.

Recommended Interests or Aptitudes:

Good organizational Skills

Additional Info:

The Art Teacher will work with the role to determine if there are other areas of interest related to the art room so there may be additional opportunities available depending on interest level. Needs to be available in early March to do full inventory of supplies and project orders based on historical usage. Works with front office and art teacher to order the supplies for the following school year.

Supported By: Art Teacher

Type of Role: Independent

Frequency: Monthly

Location: Art Room - Menno Simons

Balzac Meats Coordinator

Description:

Coordination of the Balzac Meats Fundraiser includes distributing order forms to all students/classes. Requisition of orders and submission of orders to Balzac Meats. Delivery and pick up coordination.

Recommended Interests or Aptitudes:

Good organizational skill and communication skills.

Additional Info:

The fundraiser occurs two times during the year once in the spring and once in the fall. The coordinator needs to ensure that the fundraiser is communicated in the school. The coordinator needs to be available to be at the school on the meat delivery and pick up date.

Supported By: Front Office

Type of Role: Independent

Frequency: Two fundraisers per year

Location: Menno Simons School

Concession Coordinator

Description:

Concession Coordinator determines what is required for concession during sports tournaments and coordinate purchases Concession Helpers and running of concession with Team Parents.

Recommended Interests or Aptitudes:

Good organizational skills and communication skills.

Additional Info:

There are typically 4 tournaments per year held at Menno. The Concession Coordinator needs plan the concession for each of the tournament and delegate the concession purchasing of concession items with the Concession Helper and coordinate the team parents to run concession. There may be additional concession times at the request of tournament organizers.

Supported By: Society Admin

Type of Role: Coordinator

Frequency: During tournaments

Location: Menno Simons School

Family Events Coordinator

Description:

Coordination of a Menno Community Building Event. Brainstorm event ideas with the School Council and Family Events helpers. Plan out the event in its entirety with the volunteer event team.

Recommended Interests or Aptitudes:

Good organization and team management skills. Brainstorming of fun community building activities or events.

Additional Info:

There is one main school community event planned each year that can range from a movie night, skating or BBQ. This can be determined in collaboration with the School Council or with the Family Events Helpers.

Supported By: Society Admin

Type of Role: Coordinator

Frequency: One event per year

Location: Flexible

Gardening Coordinator

Description:

Yearly maintenance of the front flower bed as well as trees on the school property. Spring clean-up and planting of flowers, maintenance throughout the summer and then fall clean-up. The trees along the perimeter are also watered several times a year.

Recommended Interests or Aptitudes:

Have a green thumb!

Additional Info:

All pre-approved materials needed for maintenance can be purchased and reimbursed with receipts. The school has an outdoor maintenance contract and routine maintenance (lawn cutting, tree pruning) is contracted out.

Supported By: Society Admin

Type of Role: Coordinator

Frequency: As needed
April through to October

Location: Menno Simons School

Helping Hands Ministry Coordinator

Description:

Meeting with families to assess needs and then connecting them with the variety of resources in the community. Engaging the Menno Simons School community to assist families in appropriate ways, such as: gift cards, meals assistance or transportation.

Recommended Interests or Aptitudes:

Gifts of compassion and encouragement.
Understanding of the available resources in Calgary.

Additional Info:

The frequency of this commitment is on an as needed basis and the time commitment is dependent on the needs of each individual family.

Supported By: Society Admin

Type of Role: Coordinator

Frequency: As Needed

Location: Preparations can be done from home.

Wednesday Lunch Coordinator

Description:

Planning, purchasing and preparation of Wednesday lunches. Coordination of Wednesday lunch volunteers.

Recommended Interests or Aptitudes:

Good organizational skills and team coordination.
Good understanding of safe food handling.

Additional Info:

The Wednesday lunches are a fundraising meal so the coordinator needs to ensure that they budget accordingly. The coordinator has to do planning and purchasing of ingredients for the lunches which requires some hours independently. The coordinator needs to be available from 10:30am - 1:00pm on a predetermined weekday. The coordinator can assign a willing helper as purchaser. Works with the front office for class lists and ordering amounts.

Supported By: Front office

Type of Role: Coordinator

Frequency: Once per month plus preparation

Location: Menno Simons School

Poinsettia & Spring Flowers Coordinator

Description:

Coordination of the Flower fundraisers includes distributing order forms to all students/classes. Requisition of total orders to be submitted and liaising with Devry Flowers. Delivery coordination with the Grade 9 class and parent pick up coordination.

Recommended Interests or Aptitudes:

Good organizational skills.

Additional Info:

The Poinsettia Fundraiser occurs in November with delivery in December and the Spring Flowers Fundraiser happens in April with deliver in May. All proceeds of the fundraiser go towards the Grade 9 SALTS so the coordinator needs to coordinate with the Grade 9 classroom and Grade 9 parents to participate in the distribution of the flowers.

Supported By: Front Office

Type of Role: Independent

Frequency: Two fundraisers per year

Location: Preparations can be done from home.

Room Parent

Description:

The role of the room parent is to help develop and foster community in their classroom. Assist teachers and administration in direct and electronic contact with families regarding upcoming programs or events in the classroom or school. Scheduling of class family events to build community within their individual classrooms.

Supported By: School Council Chair

Type of Role: Community Builder

Frequency: As Needed

Location: Menno Simons School

Recommended Interests or Aptitudes:

Desire to build community in the school. Good communicator and encourager. Extroverted with an ability to engage an eclectic community.

Additional Info:

The School Council meets the first Monday of each month at 2 p.m. Room parents need to be available to attend this meeting. The School Council will work together to brainstorm ideas on how to build community within our classrooms and set objectives for each year. The fostering of a community within the classroom should naturally translate to community building within the school.

Sweet Interlude Committee

Description:

Coordination of the Sweet Interlude Fundraiser.
Management of 30+ volunteers in the various aspects of the event including cake baking, set-up, service and clean up.

Supported By: Society Admin

Type of Role: Coordinator

Frequency: Special Event

Location: Menno Simons School

Recommended Interests or Aptitudes:

Good organization and people management skills.

Additional Info:

The Sweet Interlude is the schools primary fundraiser. The Sweet Interlude is a long running school tradition in which many alumni and supporters attend. Typically the program involves a special performance, auction and dessert. The Sweet Interlude Coordinator works with a fundraising committee that assists in the planning and running of the event.

Used Uniform Coordinator

Description:

Sorts, organizes and oversees the schools used uniform store. Maintains the used uniform stock by adhering to the school's uniform policy. Liaising with TOP Marks to give feedback on different articles of clothing and recommendations based on school community feedback. Recycling of unsalable articles to Goodwill.

Supported By: Society Admin

Type of Role: Coordinator

Frequency: Sorting once per month and overseeing 4 sales per year

Location: Menno Simons School

Recommended Interests or Aptitudes:

Good discernment and organizational skills. Good communication and people skills.

Additional Info:

This role is flexible and can be done anytime during the school day as coordinated. The 4 yearly sales are predetermined in conjunction with the Used Uniform Helper.

Yearbook Coordinator

Description:

Organization and design of the school yearbook. Liaising with the school photography company and printing company to ensure that a yearbook is published each year.

Supported By: Society Admin

Type of Role: Coordinator

Frequency: As Needed

Location: Preparations can be done from home.

Recommended Interests or Aptitudes:

Interest in layout or print media design. Good organization and artistic ability.

Additional Info:

The Yearbook Coordinator works independently throughout the year gathering school photos and information for the School Yearbook. Photos are taken by students, teachers and other people involved in the school. Parents can also be asked to participate in supplying photos as well.

Year End Breakfast Coordinator

Description:

Coordination of the Year End Breakfast. Management of volunteers in the various aspects of the event including set-up, cooking, service and clean up.

Recommended Interests or Aptitudes:

Good organization and people management skills.

Additional Info:

The Year End Breakfast is held the morning of the last day of school. The coordinator needs to organize the renting of equipment for the event as well as ordering of the food for the event. Volunteers arrive at 6:30 in the morning to begin preparations and the event occurs during 8:00am – 9:00am. The coordinator needs to communicate and manage the volunteers for the event.

Supported By: Society Admin

Type of Role: Coordinator

Frequency: Special Event

Location: Menno Simons School