

# Regular Monthly Volunteer Opportunities

*These volunteer opportunities occur on a regular monthly basis. The time commitment is approximately 2-3 hours per month. Some of these opportunities can be done at your home.*

## Gardening Helper

### Description:

Gardening Helpers work on the yearly maintenance of the front flower bed as well as trees on the school property as directed by the Gardening Coordinator.

### Recommended Interests or Aptitudes:

Have a green thumb!

**Supported By:** Society Admin

**Type of Role:** Helper

**Frequency:** As needed  
April through to October

**Location:** Menno Simons School

### Additional Info:

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.

## Library Helper

### Description:

Shelving of returned books in the library.

### Recommended Interests or Aptitudes:

Good organizational skills and the ability to follow instruction and work independently.

### Additional Info:

Volunteers need to be available one day per month

for a period of 1 -2 hours depending on the number of books that need to be shelved.

Volunteers need to be available during school hours on days when there is no programming in the library – currently there is no programming on Thursday or Friday.

**Supported By:** School Librarian

**Type of Role:** Supporting/Individual

**Frequency:** Once per month

**Location:** Menno Simons - Library

## Scribes/Readers

### Description:

Scribes help the teaching staff during test times and Provincial Achievement Testing. The role of the scribe is to either record the information for students during testing or read out questions to students during testing.

### Recommended Interests or Aptitudes:

Good communication skills. Ability to record information accurately.

### Additional Info:

Scribes need to be available during school hours and have the flexibility to be called at short notice. Some of the testing is scheduled well in advance but there is sometimes only a week or two notice.

**Supported By:** Teachers

**Type of Role:** Helper

**Frequency:** Throughout the school year

**Location:** Menno Simons School

## Sports Team Parent

### Description:

The primary role of the team parent is to act as a communicator between the team and the parents.

### Recommended Interests or Aptitudes:

Good communication skills. Enjoy coordinating people.

### Additional Info:

The team parent sends weekly emails regarding events: games, practice times and important information. They also help to coordinate rides to games and works alongside the Concession coordinator to involve parents in running the concession. There is a different team parent per team so it is a seasonal role. We would recommend that you volunteer on your child's team.

**Supported By:** Athletics Director

**Type of Role:** Helper

**Frequency:** Seasonally, 1-3 hrs/week

**Location:** Various, depending on the sports team

## Used Uniform Helper

**Description:**

Sorts and organizes the schools used uniform store. Maintains the used uniform stock by adhering to the school's uniform policy.

**Recommended Interests or Aptitudes:**

Good discernment and organizational skills.

**Additional Info:**

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

**Supported By:** Used Uniform Coordinator

**Type of Role:** Supporting/Individual

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

**Location:** Menno Simons School

## Wednesday Lunch Helper

**Description:**

Preparation and distribution of Wednesday lunches for students. Clean-up of kitchen after Wednesday lunches.

**Recommended Interests or Aptitudes:**

Good kitchen skills and the ability to work with large quantities of food. Awareness of safe food handling procedures.

**Additional Info:**

Volunteer work under the direction of the Coordinator and need to be flexible to work on different tasks as requested or needed. Volunteers need to be available from 10:30am – 1:00pm one school day each month.

**Supported By:** Wednesday Lunch Helper

**Type of Role:** Supporting/Team

**Frequency:** Once per month

**Location:** Menno Simons School