

TUESDAY/Thursday Choir Volunteer Positions

- Organizer – same 2 people to rotate all year-
Arrives by 2:45 and picks up notebook and keys
Sets up snacks and homework tables
Takes attendance and dismisses students
Directs parent volunteers for the week
- Chaperone – weekly
 - Arrives at 3 p.m.
 - Assists with snack
 - Escorts choirs back and forth between Pastoral Center and Church (stays in the Church with Susan during rehearsals)
 - Inspects Bells at the end of practice
- Homework Helper – weekly
 - Arrives at 3 p.m.
 - Assists with snack
 - Remains in the Pastoral Center with Organizer and supervises the study hall students
 - Assists with dismissal and clean-up
- Birthday Coordinator for the year
 - Compiles and keeps a list of all birthdays and supplies a balloon and small treat to “Birthday Children” at the end of each month and to summer birthdays at the end of the year.
- Bookkeeper/Communications
 - Keeps the Choir Notebook up to date
 - Assigns volunteers and sends out a weekly e-mail reminder
 - Keeps the Calendar up-to-date and sends all communications out via e-mail

- **Choir Roster**

Compiles and Updates all choir member information for the year (include how child will be picked up – by parent, by designated person, going to after school care) Keeps all information current and in the notebook and keeps sign-in/sign-out sheets up-to-date and in the notebook

- **Chime/Handbell Set-Up**

– 2 people to set-up each week all year (Thursday Only)

Special Events that need Volunteers

- T-Shirt Coordinator for both Tuesday and Thursday Choirs – 1 volunteer
- Snack Buyer for both Tuesday and Thursday Choirs – 1 volunteer
- Christmas Concert Reception – 1 coordinator
- Spring Concert Coordinator – 1 coordinator