

# Individual Volunteer Afterschool Task Assignments Buley Center.

Each task represents the number of volunteers needed per day to help things run smoothly. A sign in sheet for each area will be provided at the front desk of chosen location each day. We suggest working in the same area for a while to build a consistent bond with the kiddos. You may volunteer between 3:30pm and 7pm at this location. **Volunteers should not be on their phones at any time during volunteering. Violations will result in loss of hours.**

Dinner:

- Set up tables (3) and chairs (6 per table) for kids when they arrive
- During dinner it is expected that you interact with kids and build that report with them

Classroom:

- During Power Hour you are expected to help students with either their homework or the PHA (Power Hour Activity).
- Engage in activities or just interact with the kids to keep them busy. (during free time)
- Middle School Students at this location are allowed to be on their phones, chromebooks, and desktops at appropriate times. At any given time you (volunteer) want to engage with them or play a game with them or it is not specified technology time, please remind them to unplug.

Other:

- Cleaning is just expected to be done when asked.
- In the event you come and other tasks like decorating need to be done, you are more than welcome to help. Direction will be given by staff on site.