

# Individual Volunteer Afterschool Task Assignments

## Madison St.

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 2pm and 6pm at this location. **Volunteers should not be on their phones at any time during volunteering. Violations will result in loss of hours.**

### Food Prep and Set-up

- 5 Volunteers Needed
- Clean Tables with **Bleach Water PRIOR** to food hand out
- Set out napkins and plastic wear
- Help the littles bring food/milk cartons to their designated tables
- Wipe down tables, Sweep, and take out the trash.
- **10 Volunteers** will be needed in putting away all tables and chairs after dinner.
- **2 Volunteers** will be needed in passing out snack at **5:15pm**

### Power Hour

- **2-3 Volunteers** Needed for each grade K-5
- Provide homework help and assisting staff in any way necessary
- Once Power Hour is over assist staff in lining up the kids for rotation.

### Art Room

- **1-2 Volunteers** Needed for Assisting Ms. Lauren
- Help and interact with kids
- Pass out items or set up materials
- All other tasks will be given by Ms. Lauren

### Technology Room

- Monitor all computer usage
- Help with room upkeep by pushing in chairs, wiping down desktops if needed, and picking up after kids
- IN THIS ROOM ONLY, students are allowed to be on their phones, chromebooks, and desktops. 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.

#### Programs Room

- **1-2 Volunteers Needed**
- Interact with kids
- Support instructor with whichever program is active

#### Game Room

- Interact with kids
- Make sure those that are playing a game are inside the tape and those that ARE NOT playing a certain game that they remain outside the tape
- Keep Games closet organized and all legos in the designated area

#### Outside

- Interact and engage in activities with kids
- Help staff when monitoring play

#### Gym

- Assist staff in gym activities and help get kids get in order
- Engage in activities with kids

#### 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.