



Dear Saturday School Parent Volunteer,

Thank you so much for supporting our school! By donating 5 hours per student of your time, you help keep your tuition low and strengthen our German Saturday School program. On Saturday, September 19th at 10 a.m. we will be having a Parent-Volunteer Orientation in the Halle at the the German Haus. We will discuss assignments, develop initial schedules, and get to know the members of the various volunteer teams. There are many ways to work with our program, and as Parent-Volunteer Coordinator this year, it's my job to help everyone know how to get involved. Your involvement as parents will help keep the school running smoothly and help you get to know other members of our school community.

How it works

First, look through the jobs listed on the following page, then fill out this [online Parent Volunteer Sign Up Form](#). Select three job choices in the order of preference. While we will try to accommodate your job preference, all positions have to be filled to maintain the quality of our program. If you do not indicate any job preferences, we will assign you where most needed. Whenever you complete volunteer hours, you will fill out a form indicating the task and number of hours fulfilled. You will receive statements as you fulfill your obligation to the school. At the end of the year, parents who have not fulfilled their volunteer obligation will be billed for \$75 or the portion of unfulfilled hours, at a rate of \$15 per hour. We ask that parents (or close family members who regularly bring your child to school) fill their assigned jobs *in person* (no nannies or substitutes, please). This policy ensures the highest level of accountability, ability to commit, and continuity of school operations.

All jobs are not created equal

The parent participation system does not strive to make every job equal, but rather to make it possible for many parents to contribute to the extent their schedules allow and in a capacity that meets their interests and skills. Parent volunteers contribute 5 hours per student. Each volunteer opportunity includes the approximate number of hours it counts toward fulfilling the five hours required from parents per student. For example, volunteering to coordinate one event fulfills 5 hours, while volunteering as a classroom helper one day fulfills 2.5 hours. Some jobs need to be done at school during school hours, some will need to be done at the school during events, while others can be done from home.

Confirmation of job assignment

Return the Volunteer Sign Up form to the school by September 14th. You will receive your job assignment on September 19th or earlier if we need you for the first day of school. Please plan to attend the Parent-Volunteer Orientation on September 19th at 10 am in the Hall. We will discuss assignments, develop initial schedules, and get to know the members of the various volunteer teams.

Thank you volunteering! I look forward to seeing you on the 19th!

Chris Musser, Parent-Volunteer Coordinator
mcmusser@gmail.com or 503-253-7331

C	CLASSROOM	
C1	Classroom Coordinator (5 hours)	Develop and maintain schedule for volunteers who assist with activities, crafts, and German conversation in the classrooms and send weekly email reminders to parents on duty.
C2	Classroom Helper (2.5 hours)	Preschool + Kindergarten only: Assist with art projects, snack time, and bathroom trips. The Room Parent will set up the Classroom Helper schedule. 1st – 5th Grade: Assist teacher as needed. Given the lighter workload at these levels, helpers for older grades may occasionally help out in either the Hallway Monitoring, Library or Events Team on a part-time basis.
	HAUS HELP	
H1	Haus Coordinator (5 hours per year)	Develop and maintain a schedule for hallway and parking lot coverage, send weekly email reminders to parents on duty, and write instructions for Haus Monitor duties.
H2	Haus Monitor (2.5 hours per day)	Monitor hallways and parking lot on scheduled Saturdays.
	LIBRARY HELP	
L1	Library Coordinator (10 hours per year)	Coordinate Library Assistant volunteers: create a schedule for library duties, send weekly email reminders to parents on duty, and write instructions for volunteer duties.
L2	Library Assistant (2.5 hours per day)	Help keep the library up and running: set-up (starting at 9:30 before school); clean-up (12:00 -12:30); checkouts, returns, and shelving during school hours; data entry; DVD/ video conversion and copyright compliance/ media backup; new material labeling.
E	EVENTS HELP	
E1	Event Coordinators (approximately 5 hours per event)	Coordinate Event Team Members for one of the following school events: Oktoberfest at Oaks Park Sep. 26 /27, Laternfest Nov. 7, Nikolaus Dec. 5, December fundraiser (date TBD), Fasching Feb. 13, and Ostersamstag fundraiser (date TBD), and Maifest May 8.
E2	Events Team Member (2.5 hours per event)	Help with an event in the following areas: Refreshments: Organize and set up the food for an event. Includes food selection, negotiation with vendors, food pick-up, presentation and distribution. Activities: Organize activities for the children at our events. Brainstorm new ideas, organize Santa's goodie bags, plan and supervise all the fun and games. Decorations: Create a festive atmosphere at our events.
V	VOLUNTEER CORNER	
V1	Administrative Assistant (2.5 per day)	Assist teachers and other staff with mailing, photocopying, and other administrative duties during school hours. Assist with keeping an inventory of school supplies.
G	GESANG	
G1	Gesang Coordinator	Organize and lead weekly Gesang. Recruit volunteer musicians to lead Gesang.
G2	Gesang Player	Lead Gesang, singing songs or playing an instrument.
A	AATG PROCTER	
A1	AATG Procter	Help proctor AATG test on January 16.