

Friday SUG Detailed Position Descriptions 2024-25

*It is preferred, if possible, that young children not accompany the parent during their parent's volunteer service time.

Setup Helper - This person will arrive around 7:30 (or other agreed upon time) Friday morning to help the morning Friday coordinator (Samantha Elkins) with setup tasks as needed. These tasks could involve moving tables and chairs, distributing technology equipment, setting up classrooms, etc.

Downstairs Monitor – 1st and 2nd hours one downstairs monitor will sit by the bathroom/exit hall and one at the desk at the bottom of the stairs to ensure that no students are roaming the halls during class times and that there is no noise in the halls during teaching times. They should walk around to the hall that is out of view occasionally and also investigate if they hear someone in the hall. They will also ensure that exits downstairs are not used by anyone during those times (unless in the case of an emergency). The downstairs monitor by the bathrooms will ensure that the bathroom is in good condition and make sure there is toilet paper. They will also monitor students' entry/exit from the bathroom for both safety and to make sure no horse play is occurring. Report any problems to Samantha Elkins. The monitors will use walkie-talkies to communicate with the onsite morning Friday coordinator (Samantha Elkins) as needed.

Downstairs Monitors/Lunch Monitor – 3rd hour (11:10am -12:55pm) the two downstairs monitors will sit either by the bathroom and exit hall or at the desk at the bottom of the stairs. See description for 1st and 2nd period monitor above for details about the task while serving downstairs. In addition these monitors will both move upstairs to Hobert Hall from 12:05 pm - 12:40 pm to monitor the lunchroom, and then will return to the downstairs positions from 12:40pm - 12:55pm. During lunch, these monitors will remind students to clean up after themselves and wipe tables as well as ensure that the students are behaving in a proper manner. The monitors will use walkie-talkies to communicate with the onsite afternoon Friday coordinator (Heather Campbell) as needed.

Downstairs Monitors/End of Day Help - 4th hour (12:55pm - 2:30pm) the two downstairs monitors will sit by the bathroom/exit hall downstairs or at the desk at the bottom of the stairs. Please refer to the above description for the 1st and 2nd hour monitor for task details. In addition, at the end of the day they will help with classroom breakdown which includes wiping tables, cleaning white boards, emptying all trash from bathrooms & classrooms, and returning classrooms to the church's Sunday school configuration. This should take no more than 30 minutes (they will assist the on-site coordinator, Heather Campbell, with the breakdown.). The monitors will use walkie-talkies to communicate with the onsite Friday coordinator (Heather Campbell) as needed.

Study Hall Monitors - This monitor will facilitate a quiet period to create an environment conducive for working on homework and reading during study hall in Hobert Hall. The monitor will be in contact with the on-site coordinator (Samantha Elkins or Heather Campbell) as needed.

Safety Monitors –This monitor will sit in their car in a designated spot in the parking lot, with a walkie talkie, to watch for any suspicious activity or persons coming into Hobert Hall. There will be activity coming to St. Bridget's for mass, but this person will be focused on looking for anyone going towards Hobert Hall who looks suspicious or threatening. The monitor will not confront the person but contact the Friday coordinator on the walkie talkie if something suspicious is observed. They will call 911 if the threat is obvious.

Mass Attendant – This parent will escort students (that have parental permission) to and from mass at St. Bridget. They will take the students over as a group, attend mass, and return with students in time for 3rd period class which begins at 12:45. These students will need to make plans for when to eat lunch. There is no eating allowed in classrooms.

End of Day Helper - This task is from the end of classes until the job is completed—which should be no longer than 30 minutes. This person will help the afternoon Friday Coordinator (Heather Campbell) sweep, collect trash, and move tables/chairs in Hobert Hall.