

Dear Saint Joseph School Families:

Thank you for choosing St Joseph School! Our school is truly a family, with the Christian Service Program as the cornerstone for the continued growth and development of our school and our children. We are fortunate to have a close-knit community and anticipate continued high-level support as we move forward into another year of academic excellence.

Participating in the Christian Service Program brings school families together resulting in a greater sense of community, enables you to share your special skills and talents, and makes our school a better place for our children. Attached are the available Christian Service Commitment options for our upcoming school year. As you will see, we have restructured many of the positions to create more opportunities to meet and work with other school families. Participation in this program is a requirement for **ALL** Saint Joseph School families who have children in grades K through 8 (the program does not include families in the Saint Joseph School Early Childhood Program) and many will be assigned on a **first come, first serve basis**. For high volume positions, we will hold a number of slots for incoming families.

Each family will be assigned one Christian Service activity (feel free to volunteer for more if you want). From the listings that follow, **please rank-order three activities for which you would like to volunteer in the upcoming school year. Please indicate your order of preference by numbering your selections 1st, 2nd and 3rd.** We will do our best to assign everyone at least one of their top two choices. Families may be reassigned pending further developments with respect to COVID-19. We respectfully ask for a signed contract of understanding to accompany your selection response. Extended family members (e.g. grandparents, aunts or uncles) are welcome to perform Christian Service provided they complete and pass a requisite CORI check. The school family assumes responsibility for any extended family members' assigned service in the event the family member is unable to fulfill their assigned duties. Please also provide us with names/relationship/contact email & phone for any extended family fulfilling the CS assignment on your behalf.

As always, in lieu of participation in the Christian Service Program, you may elect the \$1,500 assessment for the 2019/2020 year. Please Note: Failure to fully complete your required assignment will result in a Non-Christian Service Assessment charge of \$1,500.

Please choose your selections by July 10, 2020 via the google survey. We ask those currently in the second year of a 2-year commitment to please fill out the form for tracking purposes. If you have any questions, please do not hesitate to reach out.

Thank you in advance for all your support.

Christian Service Coordinator,

Christina Hildonen: christinahildonen@gmail.com

Saint Joseph School – 2020/2021 Christian Service Position Descriptions

† - Denotes Positions where duties can be performed outside the traditional business hours of M-F 9:00 am to 5:00 pm

Due to COVID-19 and our commitment to the health and safety of our students, we have decreased the number of in-school Christian Service activities. We ask that families assigned to in-school positions arrive 5 minutes before their start time and leave immediately following the shift. Additionally, based on COVID-19 in school positions may be reassigned and/or in the event of an adjustment to distance learning, families in positions that cannot be fulfilled remotely may be reassigned. Thank you for understanding.

FUNDRAISING TEAMS

Given the current environment, it is possible that fundraisers will be modified. We ask for flexibility and creativity as we may have to adjust the platform for fundraisers and the timing of changes are unpredictable. School administration will communicate directly with the Chairperson.

CRAFT FAIR TEAM

CRAFT FAIR FUNDRAISER – (Nov 20-21, 2020)

1. **Craft Fair Chairperson(s)†**- (1-2 Positions)

Position Description: The annual craft fair is the school's largest fundraiser. The chairperson is responsible for overseeing all aspects of the craft fair including team leaders, advertising, reporting to the fundraising committee and promoting positive interactions with the parish. **This position is a 2-year commitment.**

2. **Craft Fair Teams/ Team Lead†**- (6 Teams, 20-25 positions)

Position Description: Team members will be required to contribute to the team's work and financial goals, staff the Fair on Saturday and Sunday, sell raffle tickets after Mass and attend meetings to discuss responsibilities. Team Leaders will report to the chairperson, and are responsible for leading teams to accomplish their goals, scheduling team meetings as needed, and attending both days of the craft fair.

- Wreaths and Poinsettias – Buy Supplies to make and decorate wreaths; Solicit with nursery to buy wreaths and poinsettias; Coordinate pre-orders
- Raffles & Raffle Table – Send out solicitation letters; Put together raffle baskets with donated items; Buy raffle tickets; Sell tickets; Write thank you notes for donations. 50/50 Raffle – Sell tickets; Advertise Raffle; Create leaderboard for website – Create buzz; track contest/update leaderboard
- GURI – Solicit and collect gently used Religious Items; Price and display items at Fair; create other fundraising ideas (e.g., Pint Glasses, Reusable bags, calendars, cook books)
- Kid's Corner – Send out solicitation letters for donations; buy raffle tickets; Advertise and sell raffle tickets; Write thank you notes for donations
- Vendors/Logistics – Responsibilities include all aspects of vendor management; coordinate music, lighting, decoration, trash disposable and electrical set up for vendors
- Kitchen/Bake Table – Solicit for donations for food and baked goods for the Fair; Set up and serve food and sell baked goods; Write thank you letters for donations

SPRING FUNDRAISING TEAM

3. **St Joseph's Annual 5K Chairperson†**- (1-2 Positions)

Position Description: Oversee all aspects of the school's annual 5K road race and walk, along with health and wellness vendors and kids fun area. The chairperson is responsible for overseeing all aspects of the event,

including advertising, reporting to the fundraising committee and promoting positive interactions with the parish.
This position is a 2-year commitment.

4. **5K Team†**- (15-20 Positions)

Position Description: Contribute to fundraiser as directed by the coordinators, recruit health and wellness sponsors, plan and staff kids fun area, attend the event.

5. **Annual Lenny Duggan Memorial Golf Tournament Committee Team†** (2-3 positions)

Position Description: St. Joseph Parish holds an annual golf tournament to honor Lenny Duggan's memory. Committee members will assist the Parish lead in any aspect of planning the golf tournament including recruiting sponsorships, planning raffles and soliciting prizes, working the day of the event and other related activities.

OPERATION TEAMS

LUNCH TEAM

6. **Pizza & Milk Coordinator** - (1 Position)

Position Description: Responsibilities will include setting up, receiving and distributing pizza to classes with the assistance of the lunch monitors. Person will also be responsible for obtaining and processing the paper-based once-a-year milk and pizza orders as well as interacting with the pizza vendor and counting milk weekly for the elementary and ECP program. Coordinator must be available on **Fridays from 10:45 am – 12:00 pm.**

LIBRARY TEAM

7. **Library Operations Assistants** (2 Positions)

Position Description: Works in collaboration with the Library Coordinator. Duties may include managing the library database, including entering catalog information for new resources, checking for system integrity, performing regular back-ups, running and printing reports, producing book spine labels, checking books in/out using an automated library system, reshelving books, covering new books and assisting with the operation of the annual book fair. This position requires a commitment of 2 hours per week, *during specific hours*. This is a great opportunity to interact with children at the school and connect with teachers.

PUBLIC RELATIONS TEAM

In collaboration with the administrative office and faculty, the public relations team will work to promote the school for both internal and external audiences. All members of the public relations team will receive emails from the newsletter@stjosephschoolwakefield.org email address. Each member will be responsible to update their respective areas and to support the administration with school-wide communication.

8. **School Blogger †** - (1 Positions)

Position Description: Seeks out content and creates blog entries based on information provided to him/her by teachers, administration and/or school families. Creates photo collages, slideshows, etc. to showcase pictures. Assists administrative office to send Constant Contact alerts and reminders to check the blog approximately weekly, summarizing new content in an organized fashion. Notify school community of cancellations/emergency events via Constant Contact alerts, Facebook posts, and Website pop-up notifications.

9. **School Photographer**- (1 Position)

Position Description: Responsible for photographing (and videoing on occasion) school events, including in school, out of school and extracurricular events. Must have flexibility to attend events during school hours, after school and in the evening. Events include the Thanksgiving feast, cross country matches, basketball games, Zero the Hero, etc. Uploads photos to Flickr album, and videos to YouTube channel to embed on blog.

10. **Public Relations Coordinator†** – (1 Position)

Position Description: Each week selects 1-3 stories from the blog and submits them to local newspapers for publication. Meets monthly with Dr Sullivan and Mrs Flynn for school publicity and works closely with the PTO to advertise school events. Creates up 1-3 posts per week on Facebook using blog content. Also includes updating the school bulletin board display in the Foyer of Saint Joseph Church each month to reflect updated blog content and to promote fundraisers.

11. **Webmaster †** – (1 Position)

Position Description: Responsible for updating front page of school website to match blog when alerts are circulated. Responsible for at least annual edits to all static webpages, including staff directory and teacher profiles. Responds to requests from administration for updates to static webpages during the year. Updates website calendar to be consistent with the blog.

ACTIVITIES TEAM

12. **Children's Mass Lead†** - (1 Positions)

Position Description: Responsibilities include developing student assignment schedule, assigning and preparing children to participate in Mass, and arranging schedule for Mass Team member to attend Sunday 9am Mass during the school year.

13. **Teacher Activities Lead** (1 position)

Position Description: Assist in the planning Back to School Parent Night and ECP orientation (Sept). Lead teacher appreciation week (May) and 8th grade graduation. Mobilize the room parents to coordinate teacher appreciation events. Share information about activities with the public relations team to ensure coverage in the school blog and school communication.

14. **School-wide Events Lead** (1 position)

Position Description: Lead school-wide events including the food pantry drive (September), coat drive (November), book drive (December) and Amazon giving tree for faculty (Feb/ March). Coordinate pick up for the Planet Aid Donation Box. Share information about activities with the public relations team to ensure coverage in the school blog and school communication.

15. **Student Showcase Lead** (1 position)-

Position Description: Lead the School Spirit drive (September), Assist the administration with the planning and execution of the Catholic Schools Week events (November). Lead Square One Art fundraiser (March), in collaboration with the art teacher and the faculty. Share information about activities with the public relations team to ensure coverage in the school blog and school communication.

16. **Family Involvement Lead**

Position Description: Responsible to plan school wide activities (e.g. bowling, Sky Zone, roller skating, etc) for days off and half days, with input from school families. Plan and execute the Back to School Bash as a kick off to school wide events. Connects and supports room parents, and encourages participation with the ECP. Share information about activities with the public relations team to ensure coverage in the school blog and school communication.

LOGISTICS TEAM

17. **Computer Classroom Assistant** (1 Positions)

Position Description: Duties include assisting teachers with young students to help the children follow basic direction during computer classes. **This is a 2-hour commitment per week.** Basic computer skills required.

18. **Learning About Disabilities and Differences (LADD) Coordinator** (1 Position)

Position Description: Oversee all aspects and the execution of the LADD Program. There are **ten 2-hour sessions per year on Monday afternoons**. Sessions are for children in 3rd and 4th grades teaching and/or healthcare experience is helpful but not required.

19. **Cultural Arts Coordinator**† (1 position)

Position Description: Works closely with Dr Sullivan and school administration to plan, coordinate and execute cultural arts events for the students. Assists in writing small grants to fund activities.

VOLUNTEER TEAMS

(Performance of These Duties Do NOT Fulfill Christian Service Requirements)

Please be advised: Anyone who wishes to volunteer within the school or those who will have contact with the students of Saint Joseph School will be required to submit to and pass a CORI check as required by the Boston Archdioceses.

In addition to the required Christian Service requirements for each family, there are many volunteer opportunities with Saint Joseph School. Volunteering for these opportunities helps support the school's academic, social and moral missions.

We are interested in learning about any **special skills and/or talents** a school family possesses. Talents and skills can provide in-kind help to the school and save the school thousands of dollars in expenses which helps keep tuition increases to a minimum. If you believe you are in a position to provide assistance to the school through your trade, talents or other skills, please contact School Administrator Alayne Flynn or Principal Dr. Joseph Sullivan directly. As always, we graciously accept any assistance from extended family members looking to share their talents as well. Please **be advised, ANYONE who wishes to volunteer within the school will be required to submit to and pass a CORI check as** required by the Boston Archdioceses.

The following list of volunteer positions, which DO NOT qualify as fulfilling the Christian Service requirement, are essential to our school community and we ask you to consider them:

Recruitment and Retention team- Responsible to assist the administration in brainstorming mechanisms to recruit new students to our school community, and retain current studies. Regular meetings occur to further develop the existing plan and to ensure assigned activities are carried out (for example, developing outreach materials, placing signs, etc.)

Robotics/STEM Facilitator† -Responsible for organizing the Robotics Team and Club for SJS. Robotics Team and Club meet for **two 10-week sessions (Spring and Fall)**. Club Coordinator (younger elementary grades) will help students learn to build and program Lego Robots and/or teach robotics programming. The Team Coordinator (older elementary grades and middle school) will coach the RoboHawks robotics team and help students design, build and program Lego Robots to compete in the First Lego League Competition held in the Fall Semester. *Engineering background is recommended.*

Drama - Assist faculty in coordinating parent volunteers for various components of the play. These include set design, costumes, car pool, tech week, and in other ways requested by the faculty.

Traffic Safety Monitor - Responsible for managing the flow of traffic at pick-up time. 15 minute commitment. Please sign up with Dr Sullivan.

Mentor for New School Families †-This volunteer position would work with the PTO to be a mentor to new school families. Responsibilities could include calling families that are considering registering for SJS; welcoming families that have registered; being a resource for new family questions on things like uniform requirements, making connections with other students so that the new student knows other children in their class the first day of school, etc.

Room Parent †- Room parents work with the classroom teacher to coordinate class parties and tend to other teacher/classroom needs throughout the year. This position is also responsible for coordinating grade-organized activities listed below. Room parents also represent the class on the Parent Advisory Council (PAC) to communicate successes and challenges with Father Ron. The duties of the room parent vary depending on the grade level and teacher's needs. Any questions regarding the specific role the room parent plays within the classroom should be directed to your child's teacher.

GRADE COORDINATED ACTIVITIES

(Performance of These Duties Do NOT Fulfill Christian Service Requirements)

Each classroom will be assigned an activity by the start of the school year.

All families in grades Kindergarten through grade 8 are required to participate in grade-coordinated activities. The activity is coordinated by the class' Room Parent who will contact you regarding the details of exactly what needs to be done for each activity. *These responsibilities are in addition to your assigned Christian Service role.* Instructions or "go-bys" for these yearly events are available at the front desk to aid in the planning process. Assignments are based on a variety of factors and the room parent will be notified of the grade activity at the start of the academic year.

Popsicles in the Park social

Activity Description: Organize a social event at a local park prior to school starting for the incoming kindergarten class. Sole purpose is to provide welcoming opportunity for incoming families. Invite PTO Officers to attend so they can connect with new families.

Halloween Party

Activity Description: Organize the school's family Halloween party on the Friday night prior to October 31st. Responsibilities include booking the date, supplying food and beverages, decorating Father Gillis Hall with the appropriate theme and securing a DJ well in advance. Setting up, cleaning up including breakdown of tables and chairs are also included in this job. Contact 8th grade teacher for student Christian Service assistance.

Pancake Breakfast

Activity Description: Organize one pancake breakfast at Father Gillis Hall during the school year. Duties include sending out announcements, purchasing and preparing food, setting up and cleaning up. Contact Grade 8 teacher for student Christian Service Hour assistance.

Halloween Party

Activity Description: Organize the school's family Halloween party on the Friday night prior to October 31st. Responsibilities include booking the date, supplying food and beverages, decorating Father Gillis Hall with the appropriate theme and securing a DJ well in advance. Setting up, cleaning up including breakdown of tables and chairs are also included in this job. Contact 8th grade teacher for student Christian Service assistance.

Grandparents Day

Activity Description: In partnership with the teachers, assist with the school's annual Grandparents Day. Duties include assistance in planning, set up, operations and clean up.

ECP Art and Music Show

Activity Description: In partnership with the teachers, assist in the planning and execution of the school's annual ECP Art and Music Show. Duties include assistance in planning, set up, operations and clean up.

8th Grade Graduation Reception

Activity Description: Responsibilities include planning and organizing all aspects of the 8th Grade Graduation.