

## Set Up Volunteer Job Description

- Please arrive no later than 8:30 AM! There is a lot to set up and prepare before children begin arriving at 9:10. If this person does not show up, it is a lot to try to fit in for one person in time. Michele will be there to help every week at 8:30. Please be sure you sign the volunteer sign in form.
- There are 2 different storage areas for Kids Rock. One is located in the storage room directly attached to Conference Room C, however, a majority of the storage is in the mechanical room located in the Hall.
- 5 rectangle tables need to be set up in Conference Room C, and 2 large round tables are to be set up in the Hall. As well, the teacher station needs to be set up in the Hall, which involves moving the very heavy white board divider from the table storage room to the center of the Hall wall.
- All bins are well labelled with what is in them. ALL the bins located in the mechanical room on the shelf at eye level need to be set out. Curriculum bins, as well as the green rolling drawers need to go to the correct location. Pre-K materials go into Conference Room C, and K-1 materials stay in the Hall. Registration and name tag bins go into Conference Room C. Signs for sign in are set up with the corresponding sign in sheets and name labels. Floor mats are kept in both locations. Fewer are needed in Conference Room C. Both need to be set up on the floor in front of the teaching stations.
- The coat and boot racks must be brought out from the coat room in the Hall and set up under the stairwell at the basement entrance.
- The small step stools that are stored in the mechanical room in the hall are to be set up outside each bathroom door.
- The collection jar that is located in the mechanical room is to be set up in Conference Room C.
- If there is a special activity for that day, you may be asked to help get that set up as well.