

Leadership & Coordinator Volunteer Descriptions

These volunteer responsibilities may involve leading a team or may be individually initiated. The time commitment is up to 30 hours per school year depending on the role. Some of these opportunities are flexible can be done from home or during the weekends and evenings.

Fundraiser Coordinator

Description:

Coordination of school wide fundraisers such as the Balzac Meats Fundraiser, including distributing order forms to all students/classes. Requisition of orders and submission of orders to business. Delivery and pick up coordination.

Recommended Interests or Aptitudes:

Good organizational skill and communication skills.

Additional Info:

Fundraisers occur throughout the year. Balzac Meats happens twice a year, once in the spring and once in the fall. Christmas and other fundraisers can be planned throughout the year. The coordinator needs to ensure that the fundraisers are communicated in the school community. The coordinator needs to be available to be at the school on the delivery and pick up date.

Supported By: Front Office and Society Admin

Type of Role: Independent

Frequency: Min. two fundraisers per year

Location: Menno Simons School

Spring Musical/Play Concession Coordinator

Description:

Concession Coordinator determines what is required for concession during the school musical or play and coordinate purchases with Concession Helpers and running of concession with student volunteers.

Recommended Interests or Aptitudes:

Good organizational skills and communication skills.

Additional Info:

The Concession Coordinator needs plan the concession and delegate the purchasing of concession items with the Concession Helpers and supervise the student volunteers.

Supported By: Society Admin

Type of Role: Coordinator

Frequency: During Spring Musical/Play

Location: Menno Simons School

Gardening Coordinator

Description:

Yearly maintenance of the front flower bed as well as trees on the school property. Spring clean-up and planting of flowers, maintenance throughout the summer and then fall clean-up. The trees along the perimeter are also watered several times a year.

Recommended Interests or Aptitudes:

Have a green thumb!

Additional Info:

All pre-approved materials needed for maintenance can be purchased and reimbursed with receipts. The school has an outdoor maintenance contract and routine maintenance (lawn cutting, tree pruning) is contracted out.

Supported By: Society Admin

Type of Role: Coordinator

Frequency: As needed
April through to October

Location: Menno Simons School

Wednesday Hot Dog Lunch Coordinator

Description:

Planning, purchasing and preparation of Wednesday lunches. Coordination of Wednesday lunch volunteers.

Recommended Interests or Aptitudes:

Good organizational skills and team coordination.
Good understanding of safe food handling.

Additional Info:

The Wednesday lunches are a fundraising meal so the coordinator needs to ensure that they budget accordingly. The coordinator has to do planning and purchasing of some ingredients for the lunches which requires some hours independently. The coordinator needs to be available from 10:30am - 1:00pm on predetermined Wednesdays. There is a volunteer purchaser for the majority of the supplies. Works with the front office for class lists and orders.

Supported By: Front office

Type of Role: Coordinator

Frequency: Once per month plus
preparation

Location: Menno Simons School

Sweet Interlude Coordinator

Description:

Coordination of the Sweet Interlude Fundraiser. Management of 30+ volunteers in the various aspects of the event including cake baking, set-up, service and clean up.

Recommended Interests or Aptitudes:

Good organization and people management skills.

Additional Info:

The Sweet Interlude is the schools primary fundraiser. The Sweet Interlude is a long running school tradition which many alumni and supporters attend. Typically the program involves a special performance, auction and dessert. The Sweet Interlude Coordinator works with a fundraising committee that assists in the planning and running of the event.

Supported By: Society Admin

Type of Role: Coordinator

Frequency: Special Event

Location: Menno Simons School

Used Uniform Coordinator

Description:

Sorts, organizes and oversees the schools used uniform store and sales. Maintains the used uniform stock by adhering to the school's uniform policy. Liaising with Uniform Committee to give feedback on different articles of clothing and recommendations based on school community feedback. Recycling of unsalable articles to MCC Material Resources.

Recommended Interests or Aptitudes:

Good discernment and organizational skills. Good communication and people skills.

Additional Info:

This role is flexible and can be done anytime during the school day as coordinated. The 4 yearly sales are predetermined in conjunction with the Used Uniform Helpers.

Supported By: Society Admin

Type of Role: Coordinator

Frequency: Sorting once per month and overseeing 4 sales per year

Location: Menno Simons School

Year End Breakfast Coordinator

Description:

Coordination of the Year End Breakfast. Management of volunteers in the various aspects of the event including set-up, cooking, service and clean up.

Recommended Interests or Aptitudes:

Good organization and people management skills.

Additional Info:

The Year End Breakfast is held the morning of the last day of school. The coordinator needs to organize the renting of equipment for the event as well as ordering of the food for the event. Volunteers arrive at 6:30 in the morning to begin preparations and the event occurs during 8:00am – 9:00am. The coordinator needs to communicate and manage the volunteers for the event.

Supported By: Society Admin

Type of Role: Coordinator

Frequency: Special Event

Location: Menno Simons School