

Hello!

Thank you for considering volunteering with the Early Childhood & Family Education program. This packet contains detailed information about several volunteer opportunities – more requests will come out as the year rolls along. **If you think you may want to volunteer at school this year (even if none of these opportunities work for you), PLEASE complete the Volunteer Application and send it in.**

I do need a new Volunteer Application from each volunteer every year. If you have more than one volunteer at your home, GREAT! Please copy the form, print one from the ECFE webpage, or pick one up from the office.

Here is a quick overview of the volunteer opportunities followed by a detailed list.

GENERAL OPPORTUNITIES

Classroom
Gym Set Up & Tear Down
Screening Office
Sensory Chef
Special Skills Volunteer
Worker Bee

ECPAC SPONSORED OPPORTUNITIES

Arbor Dash 5K/1K Fundraiser
ECPAC Newsletter
Fundraising Support
Literacy Night
Scholastic Book Order Support
Spring Social
Welcome Folder

GENERAL OPPORTUNITIES

Classroom Opportunities

- **Job Description:** Assist teachers with classroom parties; small group reading; extra adult during observation times; project preparation; sharing a career, culture, or special talent.
- **Time Requirement:** Varies, depending on the needs.
- **Qualifications:** A willingness to help in the classroom with teachers and/or students. As well as willingness to take projects home to work on.

Gym Set Up & Tear Down

- **Job Description:** The equipment in the gym is changed and cleaned every 3-4 weeks at both ARB and WL. A picture binder is provided for guidance. Please select which location you'd like to help with.
- **Time Requirement:** 1-2 hours (monthly)
- **Qualifications:** Must be able to lift ~40lbs.

Screening office

- **Job Description:** Assemble file folders.
- **Time Requirement:** Monthly (30-60 minutes)
- **Qualifications:** Willingness to stay onsite and assemble folders.

Sensory Chef

- **Job Description:** Prepare homemade sensory items. Recipes and ingredients are supplied. Play dough (monthly), glurch, colored rice & noodles, moon sand/cloud dough to name a few. This can be done on site or at home.
- **Time Requirement:** Minimum half hour.
- **Qualifications:** Ability to be “on call” to help with this job.

Special Skills

- **Job Description:** Occasionally we have a request for special skills (sewing, photography, etc.). I’d love to have a list of people to contact when these requests come in.
- **Time Requirement:** Depends on the request. Indicating that you have a special skill does not obligate you to any particular project – it just puts you on the contact list.
- **Qualifications:** Willingness to share your special skill!

Worker Bee

- **Job Description:** Work on different projects submitted by staff. Other opportunities include office mailings, photocopying, laminating, hanging artwork, decorating bulletin boards, etc.
- **Time Requirement:** Schedule a regular day to come in, or as projects arrive, you will be contacted to see if you are available to help. Signing up to be a Worker Bee does not obligate you to do any particular project; it provides a pool of volunteers to contact first when a project needs to be done.
- **Qualifications:** Likes to help out in many different areas.

ECPAC SPONSORED OPPORTUNITIES

EARLY CHILDHOOD PARENT ADVISORY COUNCIL (ECPAC): As a parent of a child in Osseo Early Childhood Programs, you can help shape district policy and recommend priorities related to early childhood education. Activities include: organizing staff appreciation events, fundraising, planning family social events and more. *Meetings are the 2nd Monday evening of each month. Childcare typically provided.*

Arbor Dash 5K/1K Fundraiser (annually in September)

- **Job Description:** Help plan our fall race and/or volunteer to help on race day. Check your specific interest(s) on the interest form. You will be added to the Sign-Up Genius distribution list.
- **Time Requirement:** Depends on the task. Day of consists of 1-2 hour shifts.
- **Qualifications:** Energy, ideas and/or a desire to participate in an event for our families to enjoy!

ECPAC Newsletter (distributed program wide)

- **Job Description:** Share your writing skills and write an article for the newsletter. We also need help counting and sorting the newsletters when they arrive from the publication department.
- **Time Requirement:** Varies.
- **Qualifications:** Enjoy writing!

Fundraising Support

- **Job Description:** Help with product distribution during the Winter & Spring plant sales.
- **Time Requirement:** 90 minute shifts.
- **Qualifications:** Able to lift 5-25 lbs.

Literacy Night

- **Job Description:** An evening event to encourage pre-reading skills and build community. Looking for help with staffing activity tables or if you speak different languages we encourage you to be a bilingual reader. Held at Arbor View and Willow Lane.
- **Time Requirement:** Evening 30-45 minute shifts.
- **Qualifications:** Desire to encourage reading!

Scholastic Book Order Support

- **Job Description:** Help the Chair prep order forms, collate and staple forms, and package student orders.
- **Time Requirement:** 30 minutes to 2 hours.
- **Qualifications:** An interest in helping to provide this opportunity to our families.

Spring Social (annually in May)

- **Job Description:** A fun, end-of-the-year event for families. Help with planning the event and/or volunteering day of.
- **Time Requirement:** Day of event shift is roughly 30-90 minutes.
- **Qualifications:** Energy, ideas and/or a desire to participate in an event for our families to enjoy!

Welcome Folders

- **Job Description:** Assemble folders with information for all families at the beginning of the school year. A refresh is done in January for new Semester II families.
- **Time Requirement:** (Late August) 2-4 hour commitment depending on how many are helping. In January it can be 30-90 minutes.
- **Qualifications:** Enjoy fun conversation while assembling folders and information.

***Thank you for sharing your time and talents with
the EC&FE students and staff!***

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