

CCC Thursday SERVICE TASK DESCRIPTIONS 2023-24

(listed alphabetically)

Note: All monitors are to be at the job post regardless of weather. If you cannot make your commitment, **please find another parent who can take your place. Please contact Margie Lung @310) 220 -5634 to let her know of the substitution and/or if help is needed.**

Back Hall Monitor - near Upper School rooms and study hall

Job Duration: One class period for one semester (16 weeks)

Post: US Hall (Rooms L1 - L3), with line of sight down hall and elevator, stairwell door

Nota Bene: The monitor **must** be willing to enforce CCC rules and report problems to the Program Coordinator or Principal. Your monitor station will have a folder that contains emergency contact information, your job description and the phone number of the Program Coordinator in case you need assistance.

Duties:

- Keep the hall clear and quiet.
- Bring a personal cell phone to the station.
- Communicate via walkie talkie with a safety monitor if anything security related is noticed.
- Monitor students for adherence to CCC rules
- Take any electronic device (cell phone, laptop, iPod, etc.) from students. NO EXCEPTIONS! The device is to be given to the Principal to hold for the rest of the day. You may find the Principal's location and take it to her when you are off duty. A confiscated device may be brought to the Greeter Station by an adult.
- Make sure no students are loitering in the bathrooms
- Check bathrooms for supplies; refill if necessary
- Assist with Fire Drill: Check bathrooms. Ensure everyone is exiting quietly in a single file and everyone is out before exiting. HOLD DOOR OPEN SO THAT STUDENTS MAY RE-ENTER AFTER DRILL. DOOR WILL LOCK FROM OUTSIDE IF YOU DON'T HOLD IT OPEN.
- Inform the Program Coordinator (310-220-5634) of any problems, needs or concerns following duty. You can use c3programcoordinator@gmail.com for any concerns or questions.

Breakdown Team Helpers

Job Duration: One semester

Post: Classrooms

Duties:

- This task is helping the main crews responsible for breakdown of the classrooms in the afternoon.
- Classroom Coordinator will decide what help is needed to get rooms ready for classes or putting them back into the arrangement needed by the Church.
- This task involves lifting and carrying heavy tables/chairs.
- Please do not volunteer for this position if you will have a baby with you.
- Contact Classroom Coordinator at hcampbell12@gmail.com or 540-532-8176 for any questions.

Certamen Coordinator

Job Duration: All school year

Post: on site and various school locations for Certimina

Duties:

The coordinator works with all C3 teams and the duties include:

- Register with VJCL as the school contact for certamen to receive all important information and emails.
- Register the teams for the contests – this is done digitally a few weeks before the event and takes less than five minutes.
- Communicate important VJCL/Certamen information to families and students.
- Coordinate all practices – does not mean you have to attend/coach practices but coordinator finds and monitors coaches for each level.
- Transport the buzzer system to each Certamen.
- Act as point of contact with parents and team members and as final arbiter in any dispute – after consultation with families and coaches.
- Coordinate teams with coaches if there are more than four players at a contest. This could mean registering two teams per level if necessary and appropriate.

There may be a few additional issues to come up as the year progresses, but these are the main duties.

Classical Enrichment Assistants

Job Duration: All school year

Duties: Classical Enrichment Assistant would include meeting with the CE team (Jennifer Hoffman and Heather Campbell) either in person or through Zoom, advertising CE events, helping to provide necessary materials for CE events, and being present at CE to assist with activities and monitoring students. Volunteers commit for the whole year. Please note there are six CE days throughout the year and they are held on the 2nd Thursday afternoon of each month from 2:00 to approximately 3:30pm which includes cleanup time. For more information, please contact Heather Campbell at hcampbell12@gmail.com.

End of Day Vacuuming - specific classrooms

Job Duration: one semester

Nota Bene: Vacuuming must be done by an adult or detail oriented teenager per request of the church

Duties:

- 2 person to vacuum F3 & Lobby
- 1 person to vacuum Rooms 4A, 4B, 6B
- 1 person to vacuum Rooms 5, 2A, 2B
- 1 person to vacuum Rooms 3, 6A

End of Day Wiping down classroom tables (4)

Job Duration: one semester

Duties

- Clean off all classroom tables with special cleaner and microfiber cloth provided for by FBC (use gloves)
- Make sure whiteboards are erased

- You will be organized around the breakdown schedule

Fall Consortium Used Book Sale

Job Duration: 1st Thursday in October or around that time.

Post: Pavillion

Nota Bene: There will be 3 volunteers for this event.

Duties:

Volunteers 1-2:

- **Be available to help for an all day event and be prepared for some heavy lifting**
- Be involved in planning for sale
- CCC cash box needs 50.00 (in small bills) for change to start the sale (Loan---until cash box has enough for change)
- Setting up (making signs, putting up signs with painters tape, setting up tables, organizing and displaying books, etc.)
- If tables are needed from the CCC storage unit--pick-up and return (tables may need to be stored at the church until the following week) to be coordinated with the volunteer who accepts Volunteer 4 position
- Collecting Cash during sale
- Totaling Sales
- Loading unsold books into a large vehicle during 4th period
- Loading unsold books into a large vehicle during 5th period
- Ensuring the Program Coordinator has money to give to the bookkeeper.
- Send the Program Coordinator a recommendation of improvements for the following year ---to be reviewed and then forwarded to the administrator.

Volunteer 3 Job Description:

Note: It is difficult to find a mom who is available the entire day! Delivering the boxes of unsold items takes some additional time so this is a separate task. Family members may help with this.

- Access to a large vehicle
- Make arrangements to deliver unsold books
- If tables are needed from the CCC storage unit--pick-up and return (tables may need to be stored at the church until the following week)
- Be available to assist in loading unsold boxes of books & deliver them

Greeter Station Monitor

Job Duration: One class period for one semester (16 weeks)

Post: Entrance, Greeter's Station

Nota Bene: The monitor **must** be willing to enforce CCC rules and report problems to the principal or program Coordinator. **This position should not be filled by new 2023-24 year families in the first semester.** The station will have the family/teacher file box, visitor badges, visitor sign in sheets, sign out lists for families, and the white binder. The binder will have the Thursday contact person(s) contact information, emergency contact information for each family, each student's schedule, a list of all volunteer jobs, and maps of the building showing where each class is held.

Duties:

- Bring a personal cell phone to the station.
- Direct any church business visitors to the church office. Any other people on church grounds should be reported to the program coordinator (310-220-5634).
- In case of emergency - Call 911 immediately
- Contact bell system coordinator if bell issues arise. (Margie Lung)
- Monitor students roaming the halls between classes.
 - Students may not be loitering in hallways. All students must be **in a class, in a study hall or with a parent or adult during all class periods.**
 - If students are hanging out in the hallways during class time, ask them where they are supposed to be, then instruct him/her to go to class or study hall or find his/her parent
- Take any electronic device (cell phone, laptop, iPod, etc.) from students NO EXCEPTIONS. The device is to be given to the Principal to hold for the rest of the day. A confiscated device may be brought to the Greeter Station by an adult and held to give to the Principal.
- Greet and assist visitors. Guests should sign in and wear a name tag (in a box at Greeter's Station). Please remind visitors to return visitor tags and sign-out. Assist in locating classrooms.
- Be responsible for ringing bell system at the end of classes
- Help families find information in the file box or binder at Greeter's Station. In the box are folders for all teachers and for each CCC family; teachers and CCC families can use these folders to give papers, etc. to teachers and other families.
- Assist with Fire Drill: take the permanent and daily sign-out sheets from the table outside.
- Inform the Program Coordinator (310-220-5634) of any problems, needs or concerns following duty. You can use c3programcoordinator@gmail.com to report any concerns or questions.

Latin Awards & Testing Coordinator

Job Duration: All school year

Post: Various sites

Duties:

- Buy large envelopes and paper for printed awards
- Organize awards as they come in by student into envelopes
- Print certificates for the awards that need printing
- Communicate with, and get teachers and principal signatures
- Update spreadsheet as awards come in
- Put all information into word documents for wall of awards (ability to format in word is required)
- Print all certificates for wall of awards
- This job requires a lot of printing so a good printer is recommended.
- Put up wall of awards on the day of the awards
- Organize a list by Latin teacher so they can read their student's names
- Administration of all non-CCC Latin and Greek tests
- Registers students for the tests, collects the testing fees from students and pays the testing organization.
- Administers the tests, mails paper test answer sheets, and tracks the test results.
- There are approximately 11 tests administered each year, either in paper format or online.
- Informs students of essay contest opportunities and submits essays on behalf of CCC.

Left Hall Monitor - Hall 7A - 7C

Job Duration: One class period for one semester (16 weeks)

Post: classrooms 7A - 7C hallway, with line of sight to the storage area and bathrooms

Nota Bene: The monitor **must** be willing to enforce CCC rules and report problems to the Program Coordinator or the Principal. Your monitor station will have a folder that contains: emergency contact information, your job description and the phone number of the Program Coordinator in case you need assistance.

Duties:

- Keep the hall clear and quiet.
- Bring a personal cell phone to the station.
- Monitor students for adherence to CCC rules.
- Make sure no students are loitering in the bathrooms or in the storage area
- Check bathrooms for supplies; refill if necessary
- Take any electronic device (cell phone, laptop, iPod, etc.) from students. NO EXCEPTIONS! The device is to be given to the Principal to hold for the rest of the day. You may find the Principal's location and take it to her when you are off duty. A confiscated device may be brought to the Greeter Station by an adult.
- Assist with Fire Drill: Check bathrooms. Ensure that everyone is exiting quietly in a single file and everyone is out before exiting. HOLD DOOR OPEN SO THAT STUDENTS MAY RE-ENTER AFTER DRILL. DOOR WILL LOCK FROM THE OUTSIDE IF YOU DON'T HOLD IT OPEN.
- Inform the Program Coordinator (310-220-5634) of any problems, needs or concerns following duty. You can use c3programcoordinator@gmail.com to report concerns or questions.

Lunchtime Monitor - Basketball Hoop & Bell Ringer

Job Duration: One class period for one semester (16 weeks)

Post: parking lot near the basketball hoops

Nota Bene: The monitor **must** be willing to enforce CCC rules and report problems to the Program Coordinator or the Principal. Your monitor station will have a folder that contains emergency contact information, your job description and the phone number of the Program Coordinator in case you need assistance

Duties:

- Maintain Thursday contact information in your phone.
- Bring a personal cell phone to the station.
- Call 911 immediately if an emergency arises
- Monitor students for adherence to CCC rules.
- Take any electronic device (cell phone, laptop, iPod, etc.) from students. NO EXCEPTIONS! The device is to be given to the Principal to hold for the rest of the day. You may find the Principal's location and take it to her when you are off duty. A confiscated device may be brought to the Greeter Station by an adult.

Students shall not throw snowballs, rocks or sticks. Students are not allowed to stand on tables or benches.

- Pick up any trash missed by the students.
- Ring bell at 12:45 pm for students to clean up trash and again at 12:50 pm for students to get to class by 12:55 pm
- Inform the Program Coordinator (310-220-5634) of any problems, needs or concerns following duty. You can use c3programcoordinator@gmail.com for any concerns or questions.

Lunchtime Monitor - Pavilion/Soccer Field

Job Duration: One class period for one semester (16 weeks)

Post: Outside field near the pavilion and soccer field

Nota Bene: The monitor **must** be willing to enforce CCC rules and report problems to the Program Coordinator or Principal. All monitors are to be at the job post regardless of weather.

Duties:

- Students should not be allowed to play in the sand of the volleyball court
- Maintain Thursday contact information in your phone.
- Bring a personal cell phone to the station.
- Call 911 immediately if an emergency arises
- Monitor students for adherence to CCC rules.
- Take any electronic device (cell phone, laptop, iPod, etc.) from students. NO EXCEPTIONS! The device is to be given to the Principal to hold for the rest of the day. You may find the Principal's location and take it to her when you are off duty. A confiscated device may be brought to the Greeter Station by an adult.
- Students are not allowed to climb the trees. Students shall not throw snowballs ,rocks or sticks. Students are not allowed to stand on tables or benches.
- Ensure that students do not go beyond the church property
- Pick up any trash missed by the students.
- Ring bell at 12:45 pm for students to clean up trash and again at 12:50 pm for students to get to class by 12:55 pm
- Inform the Program Coordinator (310-220-5634) of any problems, needs or concerns following duty. You can use c3programcoordinator@gmail.com for any concerns or questions.

Lunchtime Monitor - Lobby

Job Duration: One semester (16 weeks)

Post: rovering between youth commons and classrooms 7A - 7B

Nota Bene: The Monitor **must** be willing to enforce CCC rules and report problems to the Program Coordinator or Principal. At the monitor station, you will have a folder that contains emergency contact information,your job description., and the phone number of the program coordinator in case you need assistance. The bell and cleaning supplies will also be in the area.

Duties:

- Bring a personal cell phone to the station.
- Monitor students for adherence to CCC rules. Take any electronic device (cell phone, laptop, iPod, etc.) from students. NO EXCEPTIONS! The device is to be given to the Principal to hold for the rest of the day. You may find the Principal's location and take it to her when you are off duty. A confiscated device may be brought to the Greeter Station by an adult.

- Ensure that students do not sit on tables, stand on chairs, etc.
- Keep students out of other classrooms
- Ring bell at 12:45 pm for students to clean up trash and again at 12:50 pm for students to get to class by 12:55 pm. Students may need to be reminded from time to time - they should not go to class early!
- Clean up tables using cleaning disinfecting wipes.
- Throw away trash. Clean up any food mess on the floor.
- Inform the Program Coordinator (310-220-5634) of any problems, needs or concerns following duty. You can use c3programcoordinator@gmail.com for any concerns or questions.

Lunchtime Monitor by Parking Lot Pathway

Job Duration: One semester (16 weeks)

Post: Outside in front near the pathway through the parking lot (along the curb)

Nota Bene: The monitor must be willing to enforce CCC rules and report problems to the Program Coordinator or Principal. All monitors are to be at the job post regardless of weather.

Duties:

- Must ensure that students do not go onto private property area next door (wetland, dirt hill)
- Maintain Thursday contact information in your phone.
- Bring a personal cell phone to the station.
- Call 911 immediately if an emergency arises
- Monitor students for adherence to CCC rules.
- Take any electronic device (cell phone, laptop, iPod, etc.) from students. NO EXCEPTIONS! The device is to be given to the Principal to hold for the rest of the day. You may find the Principal's location and take it to her when you are off duty. A confiscated device may be brought to the Greeter Station by an adult.
- Students are not allowed to climb the trees. Students shall not throw snowballs, rocks or sticks. Students are not allowed to stand on tables or benches
- Pick up any trash missed by the students.
- Ring bell at 12:45 pm for students to clean up trash and again at 12:50 pm for students to get to class by 12:55 pm

Inform the Program Coordinator (310-220-5634) of any problems, needs or concerns following duty. You can use c3programcoordinator@gmail.com for any concerns or questions.

Memory Period Monitor

Job Duration: All school year

Post: Room 2B

Duties: Memory Period Monitor duties include providing adult supervision of the CCC Memory Period. This is student-led but the monitor must be on site to provide an adult presence. Memory Period meets every Thursday morning except during Classical Enrichment days from 8:10 to 8:25 am.

Monthly Lunch Pizza Day

Job Duration: All school year

Duties:

- Send in ASW announcements to CCC Admin. two weeks before pizza week.
- Print out extra order slips to be kept at the Greeter's Station, calculate pizza orders along with the payment, place order, pick up pizzas on the Thursday, and pass out the pizzas.
- Give funds raised along with the calculations to the bookkeeper.
- Pizza orders are done in the months of Oct., Nov., Dec., Jan., Feb., March, April, and May.

Nursery Coordinator - The nursery roster is sent by the registrar. The bookkeeper makes a spreadsheet to track payment.

Job Duration: All school year

Duties: Coordinator must -

- After registration, start building the schedule by finding 2 sitters per hour when children are scheduled (more if there are more than 5 children to babysit). The nursery is only available to teachers in the hours they teach, Latin parents while they are in Latin class and parents while they are engaged in their service task.
- Before school starts, send a message to the sitters and parents signed up that explains the rules and lays out the schedule.
- Fill in the sitter information on the spreadsheet so that the bookkeeper can pay the sitters.
- Check on the nursery each week.
- Coordinate with the sitters to be aware of any issues.
- Find substitutes when sitters are absent.

Safety Monitor

Job Duration: Entire school year

Description: Serve as a dedicated set of eyes for the CCC, monitoring the outside from a tablet connected to cameras looking for any security situation and helping to enforce our safety protocols and procedures. This position is a point person for anyone with security concerns while on campus and communicates any necessary information to the Principal, Program Coordinator, and Classroom Coordinator.

Duties:

- Sit at Greeter's station with GS monitor to monitor entry door and help enforce our visitor safety policies. Hand off tablet to next Safety Monitor before leaving. Times are irregular and not strictly according to class periods.
- Keep watch through the tablet on the parking lot entrance on the west side of the building to make sure those entering are C3 families. They will have a C3 designation on their dashboard that can be easily spotted.
- Be in walkie-talkie communication with hall monitors on the other side of the basement, as well as the principal, program coordinator, and classroom coordinator regarding any safety situations.
- Keep a vigilant eye while on duty

- The end of day safety monitor will still need to be present during CE days.
- Takes action if suspicious activity is perceived
 - Observing any unknown vehicles and watching until determine OK
 - Calling 911 when deemed appropriate
 - Locking down building when needed

Setup Team Helpers

Job Duration: One semester

Post: Classrooms

Duties:

- This task is helping the main crews responsible for setup of the classrooms in the morning, meeting at the church around 7:00am.
- Classroom Coordinator will decide what help is needed to get rooms ready for classes or putting them back into the arrangement needed by the Church.
- This task involves lifting and carrying heavy tables/chairs.
- Please do not volunteer for this position if you will have a baby with you.
- Contact Classroom Coordinator at hcampbell12@gmail.com or 540-532-8176 for any questions.

Snack Store Coordinator

Job Duration: All school year

Duties:

- Set up, man the store, and break it down weekly
- Keep store stocked

Snack Store Coordinator Assistant

Job Duration: All school year

Duties:

- Help the Snack Store Coordinator however she directs.

Study Hall Monitor

Job Duration: One class period for one semester (16 weeks) **(Not SUG task - paid position)**

Post: Designated study hall location

Duties:

- Parents must notify the study hall monitor if their student is going to be absent for any reason, just as they would notify the teacher of a classroom.
- Thus, each monitor must keep a weekly record of attendance, and note any student who is missing without notification to the monitor. Margie Lung should be notified of any students unaccounted for and she will contact the parent directly,

Margie Lung's cell is (310) 220 - 5634.

- The monitor should initially establish the clear expectation that the study hall is to be absolutely quiet and that the students are to be working on homework. In order to facilitate the absolute silence rule, it is recommended to have the students as widely spaced apart as is possible. The monitor should subsequently keep a record of those students who persist in talking or are failing to bring homework or a book to study hall.
- The study hall monitors should notify Margie Lung each week regarding a student who is talking or not bringing work to study hall. Margie Lung will immediately follow up with the parent to give the student a chance to address the issue(s) and to improve his/her conduct.
- If a student persists in disregarding the rules of study hall, then that student will be asked to stay with the parent and no refund will be issued for study hall.
- We look to you as the study hall monitor to diligently follow these rules so that there is consistency for the students from week to week.

Sweeping Rooms End of Day

Job Duration: one semester

Duties:

- Sweep rooms 7A - 7C and room 1 with a broom.

Trash Collection End of Day

Job Duration: one semester

Duties:

- Empty trash cans in rooms. Dispose of trash in the storage room trash cans
- Check bathrooms to make sure they are in order. Do not need to empty this trash.