

# CCC Thursday SERVICE TASK DESCRIPTIONS 2024-25

## (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. The best advice is to contact the person who fulfills the task during another semester/trimester and switch with them. You can then relieve them on that next day. 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 all year (32 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 Assistant Principal 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 at least twice each hour for cleanliness and 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 Assistant Principal (310-220-5634) of any problems, needs or concerns following duty. You can email [c3assistantprincipal@gmail.com](mailto:c3assistantprincipal@gmail.com) for any concerns or questions.

### **Breakdown Team Helpers**

**Job Duration:** One trimester

**Post:** Classrooms

**Duties:**

- This task is helping the main crews responsible for breakdown of the classrooms after classes are over. You will be assigned a set of classrooms to breakdown for the duration of the volunteer service. You will be contacted by the Classroom Coordinator with more information before your service session begins.
- 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](mailto:hcampbell12@gmail.com) or 540-532-8176 for any questions.

## **Certamen Coordinator**

**Job Duration:** All year

**Post:** on site and various school locations for Certamina

### **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 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 2<sup>nd</sup> 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](mailto:hcampbell12@gmail.com).

## **End of Day Vacuuming - specific classrooms**

**Job Duration:** one trimester

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

### **Duties:**

- 1 person to vacuum Lobby, 4A, 4B
- 1 person to vacuum Rooms F3 (large room used for chapel)
- 1 person to vacuum Rooms 3, 2A, 2B
- 1 person to vacuum Rooms 5, 6A, 6B
- Inform Margie Lung, the Assistant Principal, at (310-220-5634) of any problems, needs or concerns during duty. You can also email [c3assistantprincipal@gmail.com](mailto:c3assistantprincipal@gmail.com) for any concerns or questions.

## **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
- Contact Classroom Coordinator at [hcampbell12@gmail.com](mailto:hcampbell12@gmail.com) or 540-532-8176 for any questions.

## **Consortium Used Book Sale**

**Job Duration:** Twice a year

**Post:** Pavillion

**Nota Bene:** There will be 2 volunteers for this event.

**Duties:**

- **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 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 safety guidelines and report problems to the principal or program Coordinator. The greeter is an important position that requires a positive, helpful attitude and a willingness to be vigilant regarding safety matters. **This position should not be filled by new 2024-25 year families. Also, if you have small children, they must be either signed up for nursery or under the care of another parent during this service task.** 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. Your monitor station will have a green folder that contains emergency contact information, your job description and the phone number of the Assistant Principal in case you need assistance.

**Duties:**

- Bring a personal cell phone to the station.
- Monitor entry door for unknown/suspicious persons. Do not allow children to open the door for anyone you do not know.
- Will be in communication via walkie talkie with a safety monitor if anything security related is noticed
- Direct any church business visitors to the church office. Any other people on church grounds should be reported to the Assistant Principal (310-220-5634).
- In case of emergency - Call 911 immediately
- Greet and assist C3 visitors with a welcoming and warm spirit. 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
- Contact bell system coordinator if bell issues arise. (Margie Lung)
- 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.
- Monitor students roaming the lobby between classes.
  - Students may not be loitering in the lobby. 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 lobby 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.
- Assist with Fire Drill: take the permanent and daily sign-out sheets from the table outside.
- Inform the Assistant Principal (310-220-5634) of any problems, needs or concerns following duty. You can use [c3assistantprincipal@gmail.com](mailto:c3assistantprincipal@gmail.com) to report any concerns or questions.

**Latin Awards & Testing Coordinator**

**Job Duration:** All 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 end of year award ceremony
- This job requires a lot of printing so a good printer is recommended.
- 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 all year (32 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 Assistant Principal or the Principal. Your monitor station will have a folder that contains: emergency contact information, your job description and the phone number of the Assistant Principal 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.
- Make sure no students are loitering in the bathrooms or in the storage area
- Check bathrooms at least twice an hour for cleanliness and 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 Assistant Principal (310-220-5634) of any problems, needs or concerns following duty. You can use [c3assistantprincipal@gmail.com](mailto:c3assistantprincipal@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 Assistant Principal or the Principal. All monitors are to be at the job post regardless of weather though if severe the monitor will be repositioned to an inside location according to need.

**Duties:**

- Maintain Thursday contact information in your phone.
- Bring a personal cell phone outside. Also a walkie talkie will be provided with direct contact to the Principal and Assistant Principal.
- Communicate via walkie talkie if any issues are noticed.
- 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 or climb trees.
- Pick up any trash missed by the students.
- Ensure that students do not go beyond the church property
- 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 Assistant Principal (310-220-5634) of any problems, needs or concerns following duty. You can use [c3assistantprincipal@gmail.com](mailto:c3assistantprincipal@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 Assistant Principal or Principal. All monitors are to be at the job post regardless of weather though if severe the monitor will be repositioned to an inside location according to need.

**Duties:**

- Bring a personal cell phone to the station. Also a walkie talkie will be provided with direct contact to the Principal and Program coordinator.
- Communicate via walkie talkie if any issues are noticed.
- Maintain Thursday contact information in your phone.
- Call 911 immediately if an emergency arises
- Walk around your perimeter to monitor students for adherence to CCC rules.
- Students should not be allowed to play in the sand of the volleyball court
- 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 Assistant Principal (310-220-5634) of any problems, needs or concerns following duty. You can use [c3assistantprincipal@gmail.com](mailto:c3assistantprincipal@gmail.com) for any concerns or questions.

### **Lunchtime Monitor by Parking Lot Pathway**

**Job Duration:** One semester (16 weeks)

**Post:** Outside between the basketball area and the pavillion (along the curb)

**Nota Bene:**The monitor must be willing to enforce CCC rules and report problems to the Assistant Principal or Principal. All monitors are to be at the job post regardless of weather though if severe the monitor will be repositioned to an inside location according to need.

**Duties:**

- Must ensure that students do not go onto private property area next door (wetland, dirt hill)
- Bring a personal cell phone to the station. Also a walkie talkie will be provided with direct contact to the Principal and Program coordinator.
- Maintain Thursday contact information in your phone.
- Call 911 immediately if an emergency arises
- Walk around your perimeter to 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 Assistant Principal (310-220-5634) of any problems, needs or concerns following duty. You can use [c3assistantprincipal@gmail.com](mailto:c3assistantprincipal@gmail.com) for any concerns or questions.

### **Lunchtime Monitor-Upper Field**

**Job Duration:** One semester (16 weeks)

**Post:** Outside up the hill in the triangular field between the playground and parking lot entrance

**Nota Bene:**The monitor must be willing to enforce CCC rules and report problems to the Assistant Principal or Principal. All monitors are to be at the job post regardless of weather though if severe the monitor will be repositioned to an inside location according to need.

**Duties:**

- Must ensure that students do not venture to the front of the church, go to playground without a parent, or loiter in the parking lot
- Bring a personal cell phone to the station. Also a walkie talkie will be provided with direct contact to the Principal and Assistant Principal.
- Maintain Thursday contact information in your phone.



- Call 911 immediately if an emergency arises
- Walk around your perimeter to 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 Assistant Principal (310-220-5634) of any problems, needs or concerns following duty. You can use [c3assistantprincipal@gmail.com](mailto:c3assistantprincipal@gmail.com) for any concerns or questions.

### **Inside Lunchtime Monitor - Lobby/F3**

**Job Duration:** One semester (16 weeks)

**Post:** F3/Lobby

**Nota Bene:** The Monitor **must** be willing to enforce CCC rules and report problems to the Assistant Principal 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:**

- Supervise students eating lunch in F3 and Lobby
- 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.
- Have students/families clean up tables using cleaning disinfecting wipes, throw away trash, clean up any food mess on the floor.
- 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!
- Bring a personal cell phone to the station. Also a walkie talkie will be provided with direct contact to the Principal and Assistant Principal.
- Communicate via walkie talkie if any issues are noticed.
- Inform the Assistant Principal (310-220-5634) of any problems, needs or concerns following duty. You can use [c3assistantprincipal@gmail.com](mailto:c3assistantprincipal@gmail.com) for any concerns or questions.

### **Inside Lunchtime Monitor - 7A,7B, back hall**

**Job Duration:** One semester (16 weeks)

**Post:** 7A or 7B, but will roam between the two as well as the back halls

**Nota Bene:** The Monitor **must** be willing to enforce CCC rules and report problems to the Assistant Principal 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 assistant principal in case you need assistance. The bell and cleaning supplies will also be in the area.

**Duties:**

- Supervise students eating lunch in 7A and 7B
- Walk the back halls to ensure no students are there or in classrooms unsupervised
- 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.
- Have students/families clean up tables using cleaning disinfecting wipes, throw away trash, clean up any food mess on the floor.
- 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!
- Bring a personal cell phone to the station. Also a walkie talkie will be provided with direct contact to the Principal and Assistant Principal.
- Communicate via walkie talkie if any issues are noticed.
- Inform the Assistant Principal (310-220-5634) of any problems, needs or concerns following duty. You can use [c3assistantprincipal@gmail.com](mailto:c3assistantprincipal@gmail.com) for any concerns or questions.

**Monthly Lunch Pizza Day**

**Job Duration:** All 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 appropriate Thursdays, 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 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.
- Inform Margie Lung, the Assistant Principal, at (310-220-5634) of any problems, needs or concerns. You can also email [c3assistantprincipal@gmail.com](mailto:c3assistantprincipal@gmail.com) for any concerns or questions.

## **Setup Team Helpers**

**Job Duration:** One trimester (11/10 weeks)

**Post:** Classrooms

### **Duties:**

- This task is helping the main crews responsible for setup of the classrooms in the morning, meeting at the church around 7:00 am. You will be contacted by the Classroom Coordinator with more information before your service session begins.
- 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](mailto:hcampbell12@gmail.com) or 540-532-8176 for any questions.

## **Snack Store Coordinator**

**Job Duration:** All year

### **Duties:**

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

## **Study Hall Monitor**

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

**Post:** Designated study hall location in back hall by Room 1

### **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.
- Inform Margie Lung, the Assistant Principal, at (310-220-5634) of any problems, needs or concerns following duty. You can also email [c3assistantprincipal@gmail.com](mailto:c3assistantprincipal@gmail.com) for any concerns or questions.

## **Sweeping Rooms End of Day**

**Job Duration:** one semester (16 weeks)

### **Duties:**

- Sweep rooms 7A, 7B,7C and Room 1 with a broom.
- Inform Margie Lung, the Assistant Principal, at (310-220-5634) of any problems, needs or concerns following duty. You can also email [c3assistantprincipal@gmail.com](mailto:c3assistantprincipal@gmail.com) for any concerns or questions.

## **Trash Collection End of Day**

**Job Duration:** one semester

### **Duties:**

- Empty trash cans in rooms and lobby. Dispose of trash in the storage room trash cans
- Pick up loose trash in bathrooms. You do not need to empty bathroom trash.
- Pick up trash outside, gather trash at pavilion
- Bring in any items to be put in lost and found
- Make sure toys in playground area are stored away in the provided outdoor bins

## **Campus Security**

**Job Duration:** All Year

### **Duties:**

- Keeps a vigilant eye for suspicious persons/activity by being alert and walking perimeter of campus or sitting in vehicle at designated spot
- Makes sure students are not wandering to the front of the church or off campus, will ask them to return to supervising adult, class, or to see the Principal if necessary.
- Carries walkie-talkie and keeps in radio contact with Greeter Station if anything suspicious or noteworthy is observed; DO NOT confront suspicious person
- Calls 911 if obvious threat or emergency is perceived

- Security team member during lunch sits inside at Greeter station to monitor door and the church's security camera tablet
- Needs to let us know if individual can't be at school that day, so the sub can be notified
- Contact Heather Campbell, [hcampbell12@gmail.com](mailto:hcampbell12@gmail.com) or 540-532-8176 for questions/concerns.

### **Campus Security substitute**

**Job Duration:** All Year

**Duties:**

- Be on call to fill in for any security team member that is absent
- Contact Heather Campbell, [hcampbell12@gmail.com](mailto:hcampbell12@gmail.com) or 540-532-8176 for questions/concerns.