Friday SUG Detailed Position Descriptions 2026-2027

*It is preferred, if possible, that young children not accompany the parent during their parent's volunteer service time. We do not have nursery available on Fridays.

Setup Helper Family - This person (along with their helpful teen) will arrive around 7:30 (or other agreed upon time) Friday morning to help the Friday coordinator with setup tasks as needed. These tasks will involve moving heavy tables and chairs, distributing technology equipment, setting up classrooms, etc.

Downstairs Monitors 8:30-10:30 – During this shift one downstairs monitor will sit by the bathroom/exit hall and one at the desk at the bottom of the stairs to ensure that no students are roaming the halls during class times and that there is no noise in the halls during teaching times. They should walk around to the hall that is out of view occasionally. They will also ensure that exits downstairs are not used by anyone during those times (unless in the case of an emergency). The downstairs monitor by the bathrooms will check that the bathroom is clean and that there is plenty of toilet paper. They will also make sure no students are loitering in the bathrooms. Report any problems to Friday onsite coordinator. The monitors will use walkie-talkies to communicate with the onsite Friday coordinator as needed.

Downstairs Monitors/Lunch Monitor 10:30 am -12:40pm - The two downstairs monitors will sit one by the bathroom and exit hall and one at the desk at the bottom of the stairs. See description for first shift monitor above for details about the task while serving downstairs. In addition, these lunchtime monitors will both move upstairs to Hobert Hall from 12:05 pm - 12:40 pm to monitor the lunchroom. During lunch, these monitors ensure that the students are behaving in a proper manner and will remind students to clean up after themselves and wipe tables as needed. The monitors will use walkie-talkies to communicate with the onsite Friday coordinator as needed.

Downstairs Monitor/End of Day Help 12:40 pm - 2:25 pm - One downstairs monitor will sit by the bathroom and exit hall. Please refer to the above description for the 9:00-10:50 monitor for task details. In addition to these duties, when downstairs classes end at 2:15, the monitor will help in the basement with classroom breakdown which includes wiping tables (if needed), cleaning white boards, emptying all trash from bathrooms & classrooms, and returning classrooms to the

church's Sunday school configuration (which may involve moving tables). This should take no more than 15 minutes. The monitors will use walkie-talkies to communicate with the onsite Friday coordinator as needed.

Study Hall Monitors - This monitor will facilitate a quiet period to create an environment conducive for working on homework and reading during study hall in Hobert Hall. No talking or card games allowed. The monitor will be in contact with the on-site coordinator as needed.

Safety Monitors –This monitor will sit in their car in a designated spot in the parking lot, with a walkie talkie, to watch for any suspicious activity or persons coming into Hobert Hall. There will be activity coming to St. Bridget's for mass, but this person will be focused on looking for anyone going towards Hobert Hall who looks suspicious or threatening. The monitor will not confront the person but contact the Friday coordinator on the walkie talkie if something suspicious is observed. They will call 911 if the threat is obvious.

Breakdown Helper Family - (2:15-2:45)This task is from the end of classes until the job is completed–which should be no longer than 30 minutes. This person (and their helpful teen) will help the Friday Coordinator sweep, collect trash, and move heavy tables/chairs in Hobert Hall.

Substitute for all tasks - To sign up for this you must be available all day. You may be asked to sub for any person during the day who is out sick, etc. Friday Coordinator will assign this task as needed.