

# Classroom and School Wide Volunteer Job Lists

## **Pre-K –**

[slove1971@yahoo.com](mailto:slove1971@yahoo.com)

Bulletin Board Set up- Cut out pieces for Ms. Sue

Building new Pre-K furniture (at lunch time)

Washing Scissors (weekly)

Gluing puzzle pieces or repairing toys as needed

Repairing or taping book pages as needed

Laminating various items for Ms. Sue- She has the laminator and film

## **Kindergarten Ms. Helen-**

[helens@mountaincharterschool.com](mailto:helens@mountaincharterschool.com)

Sharpen/Cut Pencils

Wash Math Manipulatives, Legos and small toys (weekly)

Wash Pillow (weekly)

## **K/1 Ms. Anna-**

[annaj@mountaincharterschool.com](mailto:annaj@mountaincharterschool.com)

Laminating as needed

Sharpen Pencils (weekly)

Making Centers for Phonemic awareness, letter recognition, number matching

Cleaning math manipulatives, scissors, material in boxes

## **1<sup>st</sup> Grade Ms. Laura-**

[laurah@mountaincharterschool.com](mailto:laurah@mountaincharterschool.com)

Decorating classroom doors as needed

Sharpen Pencils (weekly)

Lunch help (daily)

Classroom photographer

Book hospital as needed

Label level books

Wash manipulatives

Wash Pillowcases

**2<sup>nd</sup> Grade Ms. Mary -**

[maryc@mountaincharterschool.com](mailto:maryc@mountaincharterschool.com)

Decorating classroom doors as needed

Sharpen Pencils (weekly)

Lunch help (daily)

Classroom photographer

Book hospital as needed

Label level books

Wash manipulatives (weekly)

Wash Pillowcases (Weekly)

**2/3 Ms. Lydia-**

[lydiao@mountaincharterschool.com](mailto:lydiao@mountaincharterschool.com)

Making/Laminating Centers (as needed)

Wash Class Shirts (after field trips)

**3<sup>rd</sup> Grade Ms. Julie F-**

[julief@mountaincharterschool.com](mailto:julief@mountaincharterschool.com)

**4<sup>th</sup> Grade Ms. Joni –**

[joniw@mountaincharterschool.com](mailto:joniw@mountaincharterschool.com)

Scholastic Book orders online

**5<sup>th</sup> Grade Ms. Kim –**

[kimr@mountaincharterschool.com](mailto:kimr@mountaincharterschool.com)

Pull out table from shed and put table together (Coordinate with Ms. Kim)

**4/5 Ms. Ashley -**

[ashleyf@mountaincharterschool.com](mailto:ashleyf@mountaincharterschool.com)

Book labelling as needed

Shovel Steps outside classroom (after snowfall)

Cutting out materials as needed

**Lunch/Recess/Playground and Maintenance volunteers needed-**

[ginaa@mountaincharterschool.com](mailto:ginaa@mountaincharterschool.com)

Monday – Thursday, recess help from 12 pm- 1 pm

Thursday- Recess help for K/1- 11:35-12:25

Monday – Thursday, recess help from 12:35 pm – 1:35pm

Snow removal on high traffic areas of the playground as needed

Break up ice on the playground as needed

Weeding and Trimming trees as needed

Pick up pine needles as needed

Sweep Sidewalks as needed

**Ms. Maggie- Music -**

[maggiew@mountaincharterschool.com](mailto:maggiew@mountaincharterschool.com)

Help with the Spring program

- Costumes

- Back drop

- Parent help the night of

Wash instruments (weekly)

**Ms. Rachel- Art Room –**

[rachelj@mountaincharterschool.com](mailto:rachelj@mountaincharterschool.com)

Wash art smocks (weekly)

Sanitize Scissors and other stuff in the art room (weekly)

Change our Art displays/bulletin boards as needed (Meet Ms. Rachel at school)

## **Ms. Angie Allen**

[akallen@infomagic.net](mailto:akallen@infomagic.net)

Put together phonemic awareness games/centers as needed  
Math Centers- problem solving, critical thinking (group work)  
Box it, Bag it Math  
Barton Rule Packets

## **Ms. Gina –**

[ginaa@mountaincharterschool.com](mailto:ginaa@mountaincharterschool.com)

Putting up the featured 5<sup>th</sup> graders (Every two weeks)

## **School Wide Jobs –**

[audram@mountaincharterschool.com](mailto:audram@mountaincharterschool.com)

Shoveling out the vans (after snowfall)  
Starting the vans once a week (15-20 min. per week)  
Laminating for all teachers (regular job- once a week)