

**St. Hedwig Parish School Service Program
2024-25 Service Job Descriptions**

What is the Service Program?

Families have the opportunity to reduce tuition by \$600 by opting into the Service Program during registration and logging hours into the Track-It-Forward app by May 1st. Families opting out of service will be charged the \$600 fee in June. If you have opted into the Service Program and do not complete and log 60 hours or more by May 1st you will be billed \$15 per unfulfilled service hour.

We appreciate every parent who participates in this program, and rely on attendance to keep school programs running smoothly.

Some service jobs do not cover the full 60 hours. In that case, participants will be able to log additional service hours through various volunteer opportunities throughout the school year, such as class hot lunch fundraisers, Autumnfest, and others. Volunteer opportunities will be posted in Celtic Central (our number one source of school communication).

Every effort will be made to place you in a service position; however, due to the limited availability, there is no guarantee that St. Hedwig School will be able to provide you placement in a service job.

All volunteers must be fingerprinted and Safe Environment trained through the Diocese of Orange. Please see the school website, under “parents” for more information. For further questions, please contact Diane Sabol at dsabol@sthedwig8.org.

Service Jobs Performed During the School Day

AM Traffic Control-- Set up the school yard for morning drop off. Maintain the safe and smooth flow of the cars during morning drop off. Assist kindergarteners exiting vehicles. Monday-Friday 7:35-8:10 am – 5 days every other week

Health Room—Provide basic first-aid to students. If necessary, contact the parent and comfort the child until the parent arrives. Record absences. Check students in and out of school. Monday-Friday; morning (8:00 – 11:30 am) or afternoon (11:15 am – 2:45 pm) shifts – 1 shift every other week

Library—Assist students with locating and checking-out books, generating overdue notices and reshelving books. Work with the students to select appropriate books. Monday-Friday 1½- hour shifts – every week

Milk Window — Sell drinks and snacks, clean kitchen, tally sales, and turn money into school office at end of shift. Younger children are not permitted in the milk window area or on the playground.

Monday-Thursday 11:30 am - 1:00 pm

Meet the Masters - Volunteers are guides for students as they embark into the world of art. Volunteers help the students understand and appreciate the works of art.

Office/Copy Room — Assist school secretary with various office duties (i.e., copying, and answering phones, etc.)

Monday-Friday morning (8:30 – 11:30 am) or afternoon
(11:30 am – 2:30 pm) shifts – 1 shift every other week

Uniform Resale—Sells used uniforms after school.

One day a week (tba) after school

Lunch/Yard Duty—Supervise the students during lunch and lunch recess. Younger children are permitted if in a stroller.

Monday-Friday 11:30 am -1:00 pm – 1 shift same day every week. On minimum days workers assist with after-school pick-up.

Choice Lunch—Assist with preparation and distribution of Choice Lunches.

Flexible Hour Service Jobs

Room Parent – Organize class hot lunches, Christmas party, monthly birthday celebrations, and teacher appreciation week; obtains classroom keepsake for school auction; assists the teacher with organizing field trips and special activities, communicating to the parents. **Room parents are NOT expected to spend any of their own money on class activities.**

Hospitality Committee (5 positions) – Assists Hospitality Coordinator. Must have availability to prepare for and attend some events during the regular school day.

Jog- A-Thon committee- Hours are flexible, need to attend meetings set by committee chairs and help plan the event., Committee members are asked to help on the day of the event, typically in November.

Auction Committee (10 positions) - Hours are flexible with meetings in the evenings. Committee members are asked to help the night of the auction. Event is in the Spring.

Golf Tournament Committee- Hours are flexible. Committee members are asked to help the day of the event.

Father Daughter/Mother Son Committee- Hours are flexible. Committee members are asked to help plan and organize events. Also help the day of the event. Event dates TBD

Red Ribbon Week Committee- Help plan Red Ribbon week held in October.

Marquee Signage – Updates marquee weekly and helps change out banners based on upcoming events.

Library Workers - business coordinator, library processors (2), library inventory, proofers, computer coordinator, book coverers, library bulletin boards, and book fair coordinator.

Event Photographer – Attends various school-sponsored events to take photos of students and activities during school days as well as on some weekends or evenings. (Includes Jog-A-Thon, 5K, Dine outs, etc.)

Maintenance – Supports school with various maintenance projects. (Skilled handyman needed).

Donuts — Set-up and sell donuts and coffee after Sunday masses once a month. One worker will be assigned donut pick-up. Provide coordinator with list of supplies needed. Assist in marketing of school to parish communities.

Sunday 9:00 am-12:00 pm – once a month

Academic Decathlon committee- continue to develop the St. Hedwig Academic Decathlon program. Create weekly study sessions for groups and individuals. September-March

Dine out coordinator- Organize monthly fundraising at local restaurants. Contact restaurants, set schedules for the year and promote advertisements. Single person or a team of two.

After School Program Lead- Plan and implement after school programs at St. Hedwig. Research after school programs/classes, negotiates contracts, assists new companies, etc. Staying for the duration of the class is required to monitor the success of the program and supervise school property. This role can be a single person or a team of two.

Accelerated Reader- Plan and coordinate the St. Hedwig AR program. Gather data from Renaissance to plan monthly, trimester and end of year recognition of students. This role can be a single person or a team of two.

Hot Lunch Lead- Supports room parents as they plan weekly hot lunches and oversees the process. Helps source vendors and pricing. This role can be single or a team of two.

Parish Life Lead- Plan and coordinate monthly Celtic Family Mass. Helps students prior to the mass to practice and prepare. Ideally, the person in this position is a parish member as well as a school parent.

Celtic Central Editor- Help to add/edit the school events, calendar, news, etc. that is submitted for the week to constant contact. This information goes out to all families every Sunday as this is the main source of communication for SHS. This is a year-long commitment.