

VOLUNTEER OPPORTUNITIES

Below are descriptions of just **some** of the opportunities available at Cranbury School. If you have any questions about volunteering at Cranbury in anyway, we would be happy to help you! Give one of us a call or email at anytime!

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ROOM CAPTAIN

Job Description:

Assist the teacher, as needed, during the school year. Can be shared with others!

Time Commitment:

Varies during the year

Grades:

Pre-K through 5

Responsibilities:

May include some or all of the following duties and may change from week to week depending on the classroom teacher's needs:

- Create an emergency phone chain to notify parents of an unplanned early dismissal
- Schedule volunteers to help in the classroom and on field trips
- Plan class parties during the year
- Give classroom support to the teacher where needed

READING TUTOR

Job Description:

Tutor, one-on-one or in small groups, students who need support in reading.

Report to the Literacy Specialist, Classroom Teacher.

Time Commitment:

1 Hour per week

Grades:

K through 5

Responsibilities:

May include some, or all, of the following duties and may change from week to week depending on Literacy Specialists and/or classroom teacher's needs:

- Work one-on-one with students who need extra help
- Reinforce strategies to help build independence and confidence in reading skills
- Keep account of books used (books provided by Literacy Specialist)

Training Required:

A 45 - 60 minute training session with the Literacy Specialist to familiarize tutor with materials and strategies used to promote problem solving.

KINDERGARTEN ART AIDE

Job Description:

Assist art teacher in classroom. Report to Art Teacher - Liza Haynie, Classroom Teacher.

Time Commitment:

30 Minutes per week at Art Teachers discretion.

Responsibilities:

May include some, or all, of the following duties and may change from week to week depending on Art Teacher's needs:

- Assist with set-up and execution of day's project, which can include distribution of supplies, smocks, pouring paint or glue, cutting paper, etc.
- Assist with clean-up: washing brushes, palettes, other items used for project. Help children wash hands and desks, and layout projects to dry.
- Help sort and distribute completed projects to children

PRE-SCHOOL READER

Job Description:

Read aloud to children in classroom.

Report to Classroom Teacher, Room Captain

Time Commitment:

15 - 30 Minutes per week in classroom, AM and PM sessions

Responsibilities:

May include some, or all, of the following duties and may change from week to week depending on classroom teacher's needs:

- Select book(s) to share with class prior to scheduled reading time. Coordinate themes being studied in classroom.
- Plan reading to fit within allotted time period.

Training Required:

Possible short session with school Librarian to learn techniques of reading aloud to groups of children.

CLASSROOM AIDE

Job Description:

Assist children in the classroom at teacher's direction. Report to Teacher and Room Captain.

Time Commitment:

1 Hour +/- per week (as needed by each teacher).

Grades:

K through 5

Responsibilities:

May include some, or all, of the following duties and may change from week to week depending on teacher's needs:

- Work one-on-one with small groups of students
- Assist with classroom "Centers" (book selection/reading, computer time, etc.)

LIBRARY AIDE

Job Description:

Lend a hand to Cranbury School's librarian, Mrs. Steil, with various tasks as needed.

Time Commitment:

As little as 15 minutes per week.

Grades:

Pre-K through 5

Responsibilities:

Assist librarian as needed. Mrs. Steil will train you as needed.