

SBCHI Volunteer Position Descriptions

(in order as listed on Volunteer Form)

Moms' Meetings

Moms' Meeting/Encouragement for All Hostess: Hostess provides an area in her home with seating for 25 moms, as well as coffee or tea and/or water. Other moms provide snacks and are available to help with setting up and cleaning up after the meeting.

Moms' Meeting Helpers: Arrive 15 minutes early to help set up, and stay after to help clean up. Bring a sweet or savory snack to share at the meeting.

Annual Events

Kick-off Coordinator (and helpers):

- Send out invitation email to Homesteader families that includes potluck information
- Keep track of RSVPs
- Plan menu
- Get supply boxes (paper products, etc) from Viviane
- Purchase any needed supplies and food. Give receipts to SBCHI Treasurer, John Sikich, for reimbursement
- Communicate with the other Kick-off volunteers so they know what time to be at the park and what their designated jobs are
- Prep food the day before
- Arrive at park early to set up, prep food/drink and start BBQ
- Stay until the end of the event to make sure clean up is done

Thanksgiving Feast Helpers: Helpers arrive early to assist coordinators with decorating the venue, preparing the potluck area, and making coffee and lemonade. Helpers also assist with cleaning up the area after the event, staying until coordinators communicate that all jobs have been completed for the site and event.

Thanksgiving Feast Crafts: Craft coordinator prepares a simple fall craft using available supplies from SBCHI (kept in a large plastic bin, currently at Jessika's home), and buys additional supplies as needed. Give receipts of purchases to SBCHI Treasurer, John Sikich. Craft coordinator works with Feast Coordinators, a few weeks ahead, to confirm details. An email will be sent by Feast Coordinators directing families to email Craft coordinator with number of students who plan to do the craft. Keep track of the number of students. Get the bin of supplies, check for needs, buy supplies, and create a sheet or two of directions so any mom helpers can easily understand and help younger children. Arrive 30 minutes early to the Feast to prepare crafting area and set out supplies. Clean up crafting area when the Feast portion of the event begins and return supplies to the bin. Return bin to Viviane or Jessika.

Valentine's Day Program: Work together with the coordinator to facilitate a program of singing and performances by students at two retirement homes. The coordinator will set up and communicate with the activities coordinators from each home. She will be at one site, and the volunteer will be at the other location. Families will respond to her email a few weeks in advance, indicating what type of performance their students are doing. She will organize the students into two well-rounded programs, and send the volunteer a list of the students and a schedule of the performances. Arrive early to the assigned retirement home on the day of the program, check in at the reception area, meet and welcome our group members, introduce our group to the residents and introduce each student as you call them to come up to perform. Keep the group on schedule and encourage a time of handing out cards and greeting the residents after the performances are finished.

Valentine's Day Party Coordinator: Party is held on Valentine's Day or the nearest Monday or Friday, if the holiday lands on a weekend. The coordinator sends out an email to Homesteaders a few weeks in advance

(Feb 1st) about the party, including potluck info, location and time (this info can be taken directly from the January newsletter). Gather supplies from Viviane and coordinate with helpers to buy any additional supplies. Arrive early to the park (must miss the programs) and set up table signs, make drinks, and prepare area for potluck. Stay to clean up park area with helpers. More step-by-step directions are available from Jessika.

Valentine's Day Party Helpers: Assist coordinator with set up and clean up at the park, making drinks, decorating the tables at the park, and buying some supplies ahead of time for decorations or drinks.

Field Trips/Activities/Other

Concerts/Plays for K-6: Research concerts and plays in our general area and set up group visit. Check for discounts-group pricing, school pricing, and free rehearsal performances. Send email to the group with details and be the point person, gathering payments, keeping list of participants, and arriving early on the day of the event. Use [worksheet](#) on SBCHI website with info for setting up a field trip and turning in payments.

SB Fair & Expo: Point person sends out email to Homesteaders 6 wks in advance of the School Tour day at the fair, which is mid to late April. Check website for date details: <http://www.earlwarren.com/sb-fair-expo-educators/>. Point person gathers all the responses for our group, fills out the form from Earl Warren website, and returns it to them 4 wks before the event with all our numbers (for name tags), receives packet from Earl Warren and sends out reminder email the week of event. On the day of the event, point person arrives early to entrance at Gate B and passes out name tags to Homesteader families from 9:45-10:15am.

Spring Tea Helpers: Work with Holly to set up decorations, tables, and food for Spring Tea event held in April or early May. Helpers also stay to clean up and clear the event site.

Used Curriculum Sale/Swap Helpers: Work together with Michelle to set up tables, signage and payment area for the sale. Arrive early to help sellers place their curricula in appropriate areas and stay after sale is completed to help bag up curricula by seller for pick up. Be willing to help coordinator with creating receipts or other jobs as needed. Help return location to before-sale status. Sale takes place on Saturday in third or fourth weekend of June. If we do a swap instead of a sale, helpers would do many of the same tasks but without the exchange of money.

Moms' Night Out: Coordinate an event or meal where Homesteader moms have an opportunity to get together to share dinner and/or other fun activities and games for an evening. Usually takes place in March. More details are available from Stephanie.

Amtrak Trip: The Amtrak program we use is called Kids n' Trains. It is a separate program from their group reservations but is handled by their group sales department. The details and rules change year to year but the info is posted on the Amtrak website at <https://m.amtrak.com/mt/www.amtrak.com/kids-n-trains>. The basics are that a school group can travel (20-125 people) together along select Amtrak lines for \$11 one way or round trip on a given day. The program is created for school age kids 5 or older and the chaperones who travel with them. (This creates a homeschool challenge for families wanting to bring their kids ages 4 and younger. It is possible to do but as of this past year, it usually quadruples the ticket price.)

For whoever is planning the trip, it's really important to be detail oriented. As you know, the trip is well attended so every step multiplies quickly. Big groups require lots of extra time needed for missed deadlines, last-minute changes, etc. That aside, Amtrak has a host of details and deadlines. The trip is totally worth it, but organizing it is not for the "fly by the seat of your pants" type. Also, expect to heap loads of grace and patience on the Amtrak staff. The department that deals with the group reservation and forms has no interaction with the local SB station. The SB station is also easily overwhelmed with the size of our group on many levels.

The overall process looks like this, assuming a late April or May trip:

1. In February, go to the Kids n' Trains part of the Amtrak website to review the process, look for changes, and familiarize yourself with the program limits, deadlines, etc.
2. Select two possible trip dates and check with the SBCHI calendar person to pre clear their availability.
3. Email the families to determine which date works best.
4. Select date and get it on calendar with SBCHI.
5. Email basic details of trip (date, price, etc.) to families to determine participation & answer questions.
6. Submit headcount and trip reservation form to Amtrak.
7. Wait for Amtrak confirmation that date & headcount is reserved.
8. Collect checks from SBCHI members.
9. Complete required Amtrak forms like the trip manifest/passenger name list by needed deadlines.
10. Complete SBCHI internal listing of all families: who is traveling with whom, where they are boarding (SB or Carp), ages (to determine ticket headcount and student to chaperone ratio, who has paid, etc.). This part isn't required but helps when trying to coordinate everyone.
11. Submit finalized Amtrak forms.
12. Complete & submit the SBCHI check request to SBCHI Treasurer, John Sikich.
13. Get SBCHI check and pay at the SB Amtrak station. Important note: Hang on to the actual paper ticket they give you. If you lose it, the trip is a "no go" with NO refund.
14. Email Homesteaders last-minute details & field questions.
15. Arrive early the day of the trip and coordinate with the local station, so that they are prepared for our group and we can minimize their stress level.
16. Communicate any last-minute details to Fern and/or the group.
17. Enjoy the trip & Happy Rails.

Family Campout: Plan a group site campout for Homesteaders families. Email Homesteaders to determine who would be interested and to schedule a date that will not conflict with many members' church events (this may be done ahead of time so suggested dates are already generally good choices). Reserve the site, collect payments, and pay reservation fee or give checks to SBCHI Treasurer, John Sikich, and request check. Help coordinate how meals, bonfires, and activities will be handled for the group. Send email reminders to all attending, with details on location, what to bring, etc. Be point person for the group. Arrive early to help everyone get settled and make sure the group site is left clean after the campout.

Yearbook Sales: Send email to Homesteaders in last week of April to begin collecting names of families who want to purchase a yearbook. Email includes your name, address for collecting payments, and cost of yearbook. Collect names and send out two or three reminder emails which indicate who has sent payment thus far. Collect checks and give them to SBCHI Treasurer, John Sikich, along with list of names and any unpaid orders.

Name Tag Coordinator: Keep the box of moms' name tags, bring them to moms' meetings, and arrange them on the table at the entrance. If unable to attend a meeting, coordinate to have another mom bring them. Create new tags for new moms.

Activity Group Coordinators: Set up age-appropriate activities for students and email Homesteaders with details. Gather names and payments as needed. For field trip [ideas](#) or a [planning worksheet](#), see Homesteader website. Possible activities could include field trips to a fire station, grocery store, museum, a Christmas party, a service project, a beach or tide pooling day, a holiday celebration, etc.

Field Trip Coordinator: Set up various field trips for either all of Homesteaders or specific age groups. Field trip [ideas](#) and [planning worksheet](#) is available on Homesteader website. Please note: any parent in Homesteaders may set up field trips.

Field Trip Assistant: Work together with Field Trip Coordinator to attend and be point person at certain field trips, which the Field Trip Coordinator will not be able to attend. This may include arriving early, checking in attendees, gathering payments, checking in with the event/tour guide, and being available by email/text on the day of the event to field questions or help in other ways.

Park Day Coordinator: Set the schedule of Tuesday park day locations and send out emails to Homesteaders and PATH (this is an open event). Email Fern with the Park Day schedule so it can be posted in the newsletter. Take calls/emails about Park Day and attend weekly in order to meet and welcome any newcomers. Here is the monthly newsletter article that can also be used for emails.

Park Day – All Ages

Santa Barbara Christian Homesteaders Park Day

Everyone welcome – Newborn to Adult

Tuesdays, 1:30-4:30 pm

February–La Mesa March–Tucker's Grove April–Stow Grove Park

Be Safe ~~ Be Kind ~~ Be Responsible

Please join us for this wonderful time for kids of all ages to come together and spend time together in unstructured play and conversation. Families tend to come and go, some arriving at 2 pm or later. If you want to be sure that someone you know will be at the park at the time that works for you, please feel free to send out an email on the SBCHI Google Group on Tuesday morning and coordinate times with others. If you have any questions or need directions to a park, please contact (include name, phone, and email address).

Graduation

Rehearsal Processional Helpers: Helpers arrange students in two lines for processional into the sanctuary. Helpers must be able to be at both the practice on Friday morning and the graduation on Saturday. Arrive 20 minutes early on Saturday. One helper also needs to stand near the K-5th graders line on the far left of the sanctuary to help them at the beginning of the promotion as they go on stage with their class. Job is completed as soon as all students have gotten their certificates and are seated with their families.

Reception Assistant: Coordinate with Reception Coordinator, Viviane, and helpers to prep on Friday and to arrange all the jobs for the reception on Saturday. Assistant will arrive early on Saturday to help where needed, will help Viviane during reception to refresh food and drink stations and on tables, and will help assist in clean up afterwards. May miss a portion of the ceremony.

Food Prep (multiple jobs): Friday during the practice a few helpers wash and cut grapes, and arrange them with cheese cubes on trays for reception. One person is needed during the ceremony on Saturday to cut the cake and will miss part of the ceremony. One person is needed on Saturday during the reception to serve the cakes. Three people are needed on Saturday to make and serve punch, missing about 30 minutes of the ceremony and working for part of the reception.

Set-Up Crew: If reception room is available Friday, then set up happens during rehearsal. Helpers set up tables for reception and decorate the tables for seating, drink and food stations, and the yearbook distribution table.

Clean-Up Crew: At least 3 families are needed. This job includes putting away tables and chairs into the closets, helping wash all utensils, trays, pitchers, coffee pot, and punch bowls, and making sure everything is picked up. Many people help at this stage, but we need these families to stay until the end, making sure everything is completed.

Yearbook Distribution: At reception, sit at distribution table, handing out yearbooks to those who have pre-purchased them, checking off names from distribution list, and collecting any remaining money. Need to take home any remaining yearbooks and make arrangements for families to come by to pick them up. The distribution list and any collected funds need to be given to SBCHI Treasurer, John Sikich.

Flowers/Assembly of Corsages: Gather on Thursday night before graduation for a “flower party” in the early evening with refreshments! Learn how to assemble a corsage and then work with a team of helpers to create the corsages needed for the graduates, moms, and other participants in the graduation.