

CCS SERVICE TASK DESCRIPTIONS 2021-22

Note: All monitors are to be at the job post regardless of weather. If you cannot make your commitment, please let the Program Coordinator know ASAP.

Program Coordinator: Margie Lung 310-220-5634 ccsprogramcoordinator@gmail.com

Principal: Leila Robertson 540-771-0475 cottageschoolprincipal@gmail.com

Monitors should put the cell phone numbers of Program Coordinator and Principal in your phone before starting service task assignment.

End of Year Curriculum Sale

Job Duration: Winter to Spring

Post: Sale will take place in the Pavilion in the Spring. Date TBD.

Nota Bene: There will be multiple volunteers for this event.

Duties:

- Plan and organize sale of used curriculum donated by CCS families.
- Obtain "how-to" from Program Coordinator.
- Collect money and give to CCS Program Coordinator at end of day.
- Inform the Program Coordinator of any problems, needs or concerns following duty. You can use ccsprogramcoordinator@gmail.com for any concerns or questions.
- You need to be available all day on the sale date.

Nursery Coordinator - The nursery roster is sent by the registrar. The bookkeeper makes a spreadsheet to track payment.

Job Duration: All school year

Coordinator must -

- After registration, start building the schedule by finding 2 sitters per hour when children are scheduled (more if there are more than 5 children to babysit). The nursery is only available to teachers in the hours they teach, Latin parents while they are in Latin class and parents while they are engaged in their service task.
- Before school starts, send a message to the sitters and parents signed up that explains the rules and lays out the schedule.
- Fill in the sitter information on the spreadsheet so that the bookkeeper can pay the sitters.
- Check on the nursery each week.
- Coordinate with the sitters to be aware of any issues.
- Find substitutes when sitters are absent.

Fellowship Hall Setup

Job Duration: one semester before school starts in the morning

Rearrange tables into their Omnibus configuration adding one table from the back corner. Make sure 38 church chairs are set around the tables for students plus one chair for the teacher at the teacher table. Move table from side of the room to the front to be the teacher's table. Roll in 2 large white boards from admin office next door to the Pastor's office. Setup of 2 CCS 8' tables with 6 church chairs for parents at back of room--These tables are stored in the basement and will need to be

carried up stairs. Take out 30 of the stacked church chairs and place in the Fellowship Hall Atrium for distribution. Please make sure 48 chairs are left in FH (We will need more chairs as the day goes on.) See the Fellowship Hall folder for table/chair setup diagram.

Fellowship Hall Atrium, Men's Sunday School, Room Adult Sunday School Room Setup

Job Duration: one semester before school starts in the morning

Set up 4 8' CCS tables in FH Atrium along with 16 chairs (4 per table, 3 at one plus one for the monitor/teacher). 2 of the chairs are already in the room, 14 come from FH. Move church table closer to student arrangement, place items from table on shelf by bouquets. Rearrange tables in Adult Sunday School Room with 1 CCS 8' table to make a U configuration. Setup 21 chairs for students, plus 1 chair for teacher. Add CCS 4' teacher tables to Men's Sunday and Adult Sunday rooms. Also bring into Men's Sunday two extra church chairs from the Adult Sunday room. Men's Sunday has no change to table layout. Refer to respective room folder for diagram of setup. CCS tables are stored in the basement on a cart at the bottom of the stairs and will have to be carried up stairs.

Greeter Station Table, Sanctuary, and Coat Alcove Setup

Job Duration: one semester before school starts in the morning

Move Blue Ridge table to the Greeter Station position and add chair. Move items from table onto Coat Alcove shelf. In Coat Alcove put up 2 CCS 8' tables facing each other and set up 12 chairs (4 per table and 2 at each end). These chairs will come from extra chairs placed in the FH Atrium. Also set up 1 CCS 4' teacher table and add 2 divider screens between Greeter's Station and tables in Alcove. Add 1 CCS 4' teacher table to Sanctuary. CCS tables are stored in the basement on a cart at the bottom of the stairs and will have to be carried up a flight of stairs. Divider screens are in the storage room in the basement. Refer to respective room folder for set up diagram.

Basement Rooms Setup

Job Duration: one semester before school starts in the morning

- Basement Atrium - Set up 20 chairs in a semi-circle configuration. These are metal folding chairs that will come from the entrance portico off of the Adult Sunday room upstairs. Add CCS 4' teacher table.
- Coral Room - Add 5 church chairs from stack in basement
- Green Room - Add CCS 4' teacher table to front of room by whiteboard.
- Yellow Room - Add 1 CCS 8' and 4' table. Get 7 church chairs from stack/storage and arrange.
- Turquoise Room - Add 1 CCS 8' and 4' table. Add 7 church chairs from stack/storage and 5 CCS folding chairs from storage room.
- Blue Room - Move large tables against the walls to make an open area in center of room.

CCS tables are on cart by the side of the main stairs to the sanctuary. Refer to respective room folders for setup diagrams.

Move Teacher's equipment to required rooms in building

Job Duration: one semester before school starts in the morning. All equipment is stored in the basement, so being able to lift items like overheads and carts and carry them up stairs is required. The overheads and projectors are stored in the HVAC closet that requires a key to unlock. The key is hanging on a nail above the door. Be mindful of the drain pipes on the floor in that closet. Everything else is in the storage room. Make sure to deliver equipment to FH first since class starts at 8 in that room. Most items are to be brought to the front of the room.

- Fellowship Hall - Overhead projector (OH) with cart to be used for 2nd period
- Fellowship Hall Atrium - LCD projector tub for 2nd, easel mount whiteboard
- Kitchen - table top projector screen
- Men's Sunday - whiteboard and tripod, LCD projector tub
- Adult Sunday - whiteboard and tripod, OH with cart, tripod
- Sanctuary - OH with cart, projector screen on tripod, whiteboard with tripod
- Green Room - LCD projector tub, tripod and map of US
- Turquoise Room - LCD projector tub
- Basement Atrium - Easel mount whiteboard

End of Day Building Close Down

Job Duration: one semester

Duties:

- Pick up any trash on the floor of the bathrooms.
- Restock paper towels and toilet paper.
- Flush all toilets through building to make sure there are no sewer gas odors.
- Empty trash. **Dispose of trash off-site.**
- Program Coordinator will provide direction.

End of Day Fellowship Hall Close Down

Job Duration: one semester

Rearrange tables, chairs to the church's configuration. CCS tables (2) used for parents will have to be carried downstairs to the basement for storage. They go on a cart at the bottom of the stairs. See Fellowship Hall folder for photo of church setup.

End of Day Fellowship Hall Atrium, Men's Sunday, and Adult Sunday School Room Close Down

Job Duration: one semester

Restore everything to the church's configuration. For Fellowship Hall Atrium, take down and store 4 CCS tables and return chairs to their original home (2 were in the room, 14 go in FH). Rearrange Adult Sunday School Room, store 1 CCS 8' table and one 4' table. Bring 2 church chairs from Men's Sunday back to Adult Sunday. Store 1 4ft CCS table from Men's Sunday. CCS tables will have to be carried downstairs to a cart by the stairs in the basement. Refer to respective room folders to view church configuration photos.

End of Day Greeter Station, Sanctuary, and Coat Alcove Close Down

Job Duration: one semester

Return everything to church's setup. Move Greeter's Station table back to position in entrance along the wall. Add contents from Coat Alcove shelf back to table. Store tables from coat alcove and sanctuary on cart at bottom of stairs and screens in the storage room in the basement. Return Greeter's Station chair and coat alcove chairs to Fellowship Hall. Refer to respective room folders for photos of church configuration.

End of Day Basement Rooms Close Down

Job Duration: one semester

Return to church setup. Store CCS tables, chairs, rearrange rooms. Carry 20 church metal folding chairs from basement atrium back upstairs to the entrance portico off of the Adult Sunday room. Refer to respective room folders for photo of church configuration.

Move Teacher's equipment to storage

Job Duration: Job Duration: one semester

All equipment is stored in the basement. Being able to carry things like an overhead projector and cart downstairs is required. At the end of day look through all rooms for equipment and return all whiteboards and tripods to storage room and return all overheads and LCD projector tubs to HVAC closet. While in HVAC closet be very careful of the drain pipes on the floor.

Greeter's Station Monitor

Job Duration: One class period for one semester

Post: Entrance, Greeter's Station

Nota Bene: The monitor **must** be willing to enforce CCS rules and report problems to the Principal or Program Coordinator. The station will have the blue file box, visitor badges, visitor sign in sheets, sign out lists for families and the white binder. The binder will have the Thursday contact person(s) contact information, emergency contact information for each family, each student's schedule, a list of all volunteer jobs, and maps of the building showing where each class is held.

Duties:

- In case of emergency - Call 911 immediately
- Assist sign-in of families at Greeter table the rest of the day. Sign out handled at Greeter's Station until the end of 4th hour
- Insure no students or parents congregating in hallways
- Bring one's personal cell phone to the station. Maintain Thursday contact numbers on your phone.
- Help families find information in the box or binder at Greeter's Station. In the box are folders for all teachers and for each CCS family; teachers and CCS families can use these folders to give papers, etc. to teachers and other families.
- Greet and assist visitors. Guests should sign in and wear name tags (in the box at Greeter's Station). Please remind visitors to return visitor tags and sign-out. Assist in locating classrooms. Escort any church business visitors to the church office.
- Contact bell system coordinator if bell issues arise. (Program Coordinator)
- Monitor students roaming the halls between classes.
 - Students may not be loitering in hallways - All students must be **in a class, in a study hall or with a parent or adult during all class periods.**
 - If students are hanging out in the hallway during class time, ask them where they are supposed to be and instruct him/her to go to class or study hall or find his/her parent.
- Check bathrooms for supplies; refill if necessary
- Take any electronic device (cell phone, laptop, iPod, etc.) from students NO EXCEPTIONS. Computers are allowed only in computer class and yearbook class but not to be used outside of class. The device is to be given to the Principal to hold for the rest of the day. A confiscated device may be brought to the Greeter's Station by an adult and held to give to the Principal.
- Assist with Fire Drill: check both bathrooms by the Greeter's Station for people. Take the permanent and daily sign-out sheets from the table outside.
- Be aware that the bells used during lunch will be at the Greeter's Station for pick up by the Pavilion monitor.
- Inform the Program Coordinator of any problems, needs or concerns following duty. You can use ccsprogramcoordinator@gmail.com to report any concerns or questions.

Basement Monitor by ladies room/stairwell

Job Duration: One class period for one semester

Nota Bene: The monitor **must** be willing to enforce CCS rules and report problems to the Program Coordinator or the Principal.

Duties:

- Will monitor area in the basement outside classrooms back by the ladies room and stairs to sanctuary.
- Bring one's personal cell phone to the station. Maintain Thursday contact numbers on your phone.
- Monitor students for adherence to CCS rules.
- Take any electronic device (cell phone, laptop, iPod, etc.) from students. NO EXCEPTIONS! The device is to be given to the Principal to hold for the rest of the day. You may find the Principal's location and take it to her when you are off duty. A confiscated device may be brought to the Greeter Station by an adult.
- Assist with Fire Drill: check bathrooms before exiting. Ensure everyone is exiting quietly in a single file and everyone is out before exiting.
-
- Inform the Program Coordinator of any problems, needs or concerns following duty. You can use ccsprogramcoordinator@gmail.com to report concerns or questions.

Basement Monitor at bottom of main stairwell

Job Duration: One class period for one semester

Nota Bene: Monitor **must** be willing to enforce CCS rules and report problems to Program Coordinator or Principal. Your monitor station will have a folder that contains: emergency contact information, and your job description.

Duties:

- Keep the area clear and quiet.
- Bring one's personal cell phone to the station. Maintain Thursday contact numbers on your phone.
- Monitor students for adherence to CCS rules.
- Take any electronic device (cell phone, laptop, iPod, etc.) from students. NO EXCEPTIONS! The device is to be given to the Principal to hold for the rest of the day. You may find the Principal's location and take it to her when you are off duty. A confiscated device may be brought to the Greeter's Station by an adult.
- Assist with Fire Drill: Ensure everyone is exiting quietly in a single file and everyone is out before exiting.
- Inform the Program Coordinator of any problems, needs or concerns following duty. You can use ccsprogramcoordinator@gmail.com for any concerns or questions.

Upper Hall Monitor bathroom area near water fountain

Job Duration: One class period for one semester

Nota Bene: The monitor **must** be willing to enforce CCS rules and report problems to the Program Coordinator or Principal. Your monitor station will have a folder that contains:, emergency contact information and your job description and the number of the Program Coordinator in case you need assistance.

Duties:

- Keep the hall clear and quiet.
- Bring a personal cell phone to the station. Maintain Thursday contact numbers on your phone.
- Check bathrooms for supplies; refill if necessary
- Monitor students for adherence to CCS rules
- Take any electronic device (cell phone, laptop, iPod, etc.) from students. NO EXCEPTIONS! The device is to be given to the Principal to hold for the rest of the day. You may find the Principal's location and take it to her when you are off duty. A confiscated device may be brought to the Greeter's Station by an adult.
- Assist with Fire Drill: Check bathrooms. Ensure everyone is exiting quietly in a single file and everyone is out before exiting.
- Inform the Program Coordinator of any problems, needs or concerns following duty. You can use ccsprogramcoordinator@gmail.com for any concerns or questions.

Lunchtime Monitor and Bell Ringer - Outside Pavilion

Job Duration: One semester

Nota Bene: The monitor must be willing to enforce CCS rules and report problems to the Program Coordinator or Principal. All monitors are to be at their job post regardless of weather. If there is inclement weather, monitor may be in their vehicle to monitor. Be mindful of this when arriving at CCS. Choose a parking space where you will be able to monitor.

Duties:

- Monitor students at the Pavilion and surrounding areas for adherence to CCS rules:
Students shall not throw snowballs, rocks or sticks. Students are not allowed to stand on tables or benches. Keep students from entering unmowed area and neighboring fields.
- If lunch is held inside due to weather monitors may be required to work inside.
- Bring a personal cell phone to the station. Maintain Thursday contact numbers on your phone.
- Call 911 immediately if an emergency arises
- Take any electronic device (cell phone, laptop, iPod, etc.) from students. NO EXCEPTIONS! The device is to be given to the Principal to hold for the rest of the day. You may find the Principal's location and take it to her when you are off duty. A confiscated device may be brought to the Greeter's Station by an adult.
- Pick up any trash.
- Ring bell at 12:45 for students to clean up trash and get to class by 12:50.
- Inform the Program Coordinator of any problems, needs or concerns following duty. You can use ccsprogramcoordinator@gmail.com for any concerns or questions.

Lunchtime Monitor Outside Midfield

Job Duration: One semester

Nota Bene: The monitor must be willing to enforce CCS rules and report problems to the Program Coordinator or Principal. All monitors are to be at their job post regardless of weather. If there is inclement weather, monitor may be in their vehicle to monitor. Be mindful of this when arriving at CCS. Choose a parking space where you will be able to monitor.

Duties:

- Monitor students midfield outside and surrounding areas for adherence to CCS rules:
Students shall not throw snowballs, rocks or sticks. Students are not allowed to stand on tables or benches. Keep students from entering unmowed area and neighboring fields.
- If lunch is held inside due to weather monitors may be required to work inside.
- Bring a personal cell phone to the station. Maintain Thursday contact numbers on your phone.
- Call 911 immediately if an emergency arises
- Take any electronic device (cell phone, laptop, iPod, etc.) from students. NO EXCEPTIONS! The device is to be given to the Principal to hold for the rest of the day. You may find the Principal's location and take it to her when you are off duty. A confiscated device may be brought to the Greeter's Station by an adult.
- Pick up any trash.

- Inform the Program Coordinator of any problems, needs or concerns following duty. You can use ccsprogramcoordinator@gmail.com for any concerns or questions.

Lunchtime Monitor - Crosswalk area from building to fields

Job Duration: One semester

Nota Bene: The monitor must be willing to enforce CCS rules and report problems to the Program Coordinator or Principal. All monitors are to be at their job post regardless of weather. If there is inclement weather, monitor may be in their vehicle to monitor. Be mindful of this when arriving at CCS. Choose a parking space where you will be able to monitor.

Duties:

- Bring a personal cell phone to the station. Maintain Thursday contact numbers on your phone.
- Call 911 immediately if an emergency arises.
- Ensure that students use only the designated crosswalks. The main parking lot Monitor should act as crossing guard at the ringing of the bell at 12:45 and during lunch hour.
- Ensure that students are not congregating or playing in parking lots.
- Ensure that students are not in cars without a parent.
- Ensure that students stay away from off limit areas.
- Inform the Program Coordinator of any problems, needs or concerns following duty. You can use ccsprogramcoordinator@gmail.com for any concerns or questions.

Lunchtime Monitor - Fellowship Hall

Job Duration: One semester

Nota Bene: The monitor must be willing to enforce CCS rules and report problems to the Program Coordinator or Principal.

Duties:

- Bring a personal cell phone to the station. Maintain Thursday contact numbers on your phone.
- Call 911 immediately if an emergency arises
- Monitor students for adherence to CCS rules. Take any electronic device (cell phone, laptop, iPod, etc.) from students. **NO EXCEPTIONS!** The device is to be given to the Principal to hold for the rest of the day. You may find the Principal's location and take it to her when you are off duty. A confiscated device may be brought to the Greeter Station by an adult.
- Do not allow exit through back doors.
- Ensure that students do not sit on tables, stand on chairs, etc.
- Pick up any trash, clean up tables using cleaning disinfecting wipes (stored on kitchen "window" ledge.) Clean up any food mess on the floor. **It is critical to have tables used for afternoon classes completely cleared and cleaned before classes start.**
- Ring bell at 12:40 for students to clean up trash and get to class by 12:50. Students may need to be reminded from time to time they should not go to class early.
- Inform the Program Coordinator of any problems, needs or concerns following duty. You can use ccsprogramcoordinator@gmail.com for any concerns or questions.

