

Guardian Eagles Volunteer Descriptions

Volunteer Coordinator

Oversee all the Room Mothers, staff appreciation, library volunteers, and drama volunteers to make sure everything is running smoothly. This job will involve sending e-mail reminders and making phone calls.

- Classroom Coordinator
 - Room Moms – Room moms are the “hub” of the school. They coordinate class parties, dances, special events, making phone calls, field trips, and service projects. They are also available or they will find a volunteer for anything that the homeroom teacher will need throughout the school year, e.g., bulletin boards, grading papers, etc. They will also need to be available to attend the extracurricular events that happen at BCA to introduce themselves as the room moms and to make themselves available to help other parents throughout the school year. This is a great job if you would like to get to know the teachers, staff, students, and other parents.
 - Dances (9th, 10th, 11th grades)
 - 9th grade: Spring Dance
 - 10th grade: Homecoming
 - 11th grade: Jr./Sr. Prom
 - Bonfire – 12th grade
- Staff Appreciation Coordinator – This is a once or twice a year commitment. Pick a month to make a meal for the staff and bring it to the school for lunch. It includes set-up and clean-up. Usually, at least two people work together to provide the meals.
- Library Coordinator – This position includes volunteering in the library and doing whatever the librarian needs volunteers to do such as checking books in and out, dusting shelves, etc.
- Drama Production Coordinator – Coordinate volunteers who assist the teachers in whatever they need for that specific play (props, costumes, etc.). We would also like this person to organize costumes and set up a “check out” system so that we can have a better handle on where our costumes are going and to whom:
 - High School Productions
 - Jr. High Productions
 - Middle School Productions
 - Costumes

Special Projects Coordinator

Oversee booster club, the academic and athletic awards, finding volunteers for “team” moms & dads, helping in the planning of the 12th grade graduation, and helping organize the family orientation night:

- Booster Club – This position will oversee all athletic functions.
 - Merchandise Sales – This person ensures that all the merchandise is available for all of the games and orders all merchandise with the approval of the athletic director.

- Team Parent Coordinator – This parent is responsible for anything that the coaches may need throughout the season. You also will need to coordinate drivers occasionally for out of town games. Football requires finding volunteers (preferably dads) to operate the chains at football games:
 - JH and V football
 - JH and V basketball (girls and boys)
 - JH and V cheer
 - JH and V volleyball
 - V baseball
 - Golf
- Academic & Athletic Awards Banquet – This event needs someone who can organize the dinner, the place, and ticket sales. It also requires someone who will “market” the event and let everyone know about it beforehand so that our families may contact extended family members before the event:
 - 8th grade graduation
- 12th grade Graduation – The 12th grade room mom and the other 12th grade parents will take care of most of the responsibilities associated with this position.
- Family Orientation – Coordinating volunteers to be available to show new families around and organize anything that the office staff may need.

Cultural Enrichment Coordinator

This position will require involvement with all of the Academic and Fine Arts competitions throughout the year. This person helps organize students, volunteer parents, drivers, dates, and works with the teacher in charge of each event to assist them in any way that they may need:

- Academic Competition Coordinator – assists the Cultural Enrichment Coordinator:
 - UIL
 - ACSI
 - TAPPS
 - 8th grade Speech Competition
 - Spelling Bee

Fundraiser Coordinator

This person is in charge of every aspect of the Fall and (possibly) Spring Benefit Fundraisers. This is a significant position and requires a committed person who is well-organized and who can multi-task. This person will also need to work well with all personality types and work well organizing large groups of volunteers. You will also need to be good at marketing to our community:

- Fall Benefit:
 - Decorations
 - Auction
 - Program
 - Reservations/Invitations
 - Seating
 - Clean-Up
 - Wish List
 - Recognition of 8th grade & Seniors

- Gideon's 300 – This position requires someone who is passionate about our school and what God is doing at BCA. It will require a lot of marketing and socializing in the community.
- Box Tops – This position requires someone to promote the program and collect, track, and mail all the box tops that the students bring to school.

Public Relations Coordinator

This position requires someone who enjoys talking with people in the community and letting them know the wonderful things that are available and the wonderful things that our students are doing here at BCA:

- Service Projects – This position requires someone who is in the community and has many contacts that can set up and organize a new service project for our school.
- Open House – This position requires someone who can organize volunteers, market to the community, and put together a brief presentation (with the help of the Administrative Level Liaison) to introduce parents and new families to BCA.
- Downtown Parades & Activities – This position requires someone who will organize and find volunteers to help participate with the activities that go on throughout the year in downtown Brenham.
 - Christmas Stroll
 - Spring Egg's Art Walk
 - Country Flavors Festival
- Banner Press & Live Magazine Liaison – This position requires someone who will contact the local paper and magazine and let them know what our students are doing so they can get pictures or give them pictures with a write-up to let them know what our students have accomplished.
- Pastor Appreciation – This position requires someone to organize a brunch and invite all area pastors and pastors of our students to attend a chapel service and afterwards attend a brunch and get to know each other and us.
- Student Service Day – This person will assist the Administrative Level Liaison in coordinating the entire student body in a day of service to the community. The student body will be split into three parts – elementary, junior high and high school. You will also need to make phone calls, help make posters and organize volunteer parents.
- Christmas Caroling (3rd – 6th grades) – This position is usually handled by the 3rd – 6th grade room moms.