

Descriptions of Volunteer Roles at Buchholz High School

WEEKLY VOLUNTEERS: When you volunteer to work in the following areas, you are making a *very firm commitment to be at school on a regular basis*. You are assigned a weekly shift with set hours and are under the supervision of a BHS staff member.

- **Attendance Office:** Answer telephone, record parent calls, assist with admission and dismissal passes, and assist parents and students. Attention to detail is important. This is a very busy area where you will come into contact with many students and parents.
- **Front Office:** Answer telephone, transfer calls, record messages and direct school visitors. Efficiency, attention to detail, and a general knowledge of BHS are important. This is a high traffic area where you will come into contact with the general public as well as parents and students.
- **Guidance Reception Area:** Answer telephone, transfer calls and take messages. Volunteers will help make appointments for guidance counselors, help with some paperwork and answer questions for students and parents.
- **Clinic:** Assist school nurse when students check in clinic. Medical background is required to volunteer in this area.
- **Media Center:** Assist in performing various clerical tasks such as shelving books, preparing new books for checkout, etc. Training by media staff is required to help maintain an environment that allows students to maximize their study and research time.
- **Student Tutoring and Classroom Assistance:** Volunteers are matched with students and teachers as requests for assistance are given to volunteer coordinators. Please indicate subject you are interested in.

OCCASIONAL VOLUNTEERS: Opportunities in the following areas allow volunteers to assist the school when they cannot be onsite on a regular basis. PTSA committee chairpersons or school staff will contact volunteers as needed.

- **Guidance Assistance (testing):** Assist with organizing testing materials, assist with proctoring the exams. Several times during the school year the guidance department is responsible for administering standardized tests for various groups of students (PSAT in October, FCAT, Advanced Placement exams in May).
- **Academic Recognition Events:** Assist PTSA committee in recognizing students' academic achievement with such activities as ice cream social, maintaining bulletin boards, and other activities scheduled throughout the school year.
- **Teacher/Staff Recognition:** Assist with preparing food/gifts for various events held for the BHS staff during the school year, which lets the staff know how much they are appreciated.
- **Hospitality/Student Orientation/Awards:** Assist with preparing food, serving guests and cleaning up during events that host students and parents during the school year, such as Freshman Orientation, Open House, and other events during the school year.
- **PTSA Membership:** Committee members work with the PTSA Membership Chairperson to develop ways to recruit and recognize those who join the PTSA as well as assist in distribution of membership materials.
- **Grade Level Events:** assist with activities for a specific grade level. Volunteers are contacted when a need is requested by staff.

For more information, please email the Volunteer Coordinator:
volunteeratbuchholz@gmail.com.