

REX VOLUNTEER LIST AND DESCRIPTIONS

REX is an all-volunteer co-op. All families will contribute their gifts and talents to work toward the success of the program by volunteering in some capacity to support the community. Multiple family members are encouraged to volunteer. A 45-hour volunteer time commitment is expected of each family per academic year, in addition to assisting as needed with various fundraisers and special events. Approximate yearly time commitments, in hours, are listed next to each job description. Families who are unable to volunteer have the option to pay a \$300 opt-out fee due before a class registration day is assigned. In the event of unfulfilled volunteer responsibilities, a family will receive an invoice for \$300 to be paid upon receipt.

Board of Trustees (25 hours): Responsibilities of these positions include: all the major decision-making for a non-profit corporation, following the REX By-laws and the Code of Conduct for Board members. The 5 board members are the Board Chair, Vice-Chair, Secretary, Treasurer, and Trustee

Executive Director: Voted into position by the REX Board of Trustees, the responsibilities of this time-intensive position include organizing and day-to-day running of every aspect of REX; and working with instructors to choose and plan curricula.

1-2 grade Instructor (45 hours): Responsibilities for this time-intensive position include: working with the Executive Director to implement lesson plans using the approved curricula; commitment; organization; a passion, gifting, and aptitude for instructing the course; and the ability to guide group discussions relevant to the subject matter.

3-4 grade History Instructor (33 hours): Responsibilities for this time-intensive position include: working with the Executive Director to implement lesson plans using the approved curricula; commitment; organization; a passion, gifting, and aptitude for instructing the course; and the ability to guide group discussions relevant to the subject matter.

3-4 grade Literature Instructor (33 hours): Responsibilities for this time-intensive position include: working with the Executive Director to implement lesson plans using the approved curricula; commitment; organization; a passion, gifting, and aptitude for the subject matter; and the ability to guide group discussions on literature of all types.

3-4 grade Writing Instructor (33 hours): Responsibilities for this time-intensive position include: working with Executive Director to implement lesson plans using approved curricula; commitment; organization; a passion, gifting, and aptitude for the subject matter.

5-6 grade History Instructor (33 hours): Responsibilities for this time-intensive position include: working with the Executive Director to implement lesson plans using the approved curricula; commitment; organization; a passion, gifting, and aptitude for instructing the course; and the ability to guide group discussions relevant to the subject matter.

5-6 grade Literature Instructor (33 hours): Responsibilities for this time-intensive position include: working with the Executive Director to implement lesson plans using the approved curricula; commitment; organization; a passion, gifting, and aptitude for the subject matter; and the ability to guide group discussions on literature of all types.

5-6 grade Writing Instructor (33 hours): Responsibilities for this time-intensive position include: working with Executive Director to implement lesson plans using approved curricula; commitment; organization; a passion, gifting, and aptitude for the subject matter.

7-8 grade History Instructor (45 hours): Responsibilities for this time-intensive position include: working with the Executive Director to implement lesson plans using the approved curricula; commitment; organization; a passion, gifting, and aptitude for instructing the course; and the ability to guide group discussions relevant to the subject matter.

7-8 grade Literature Instructor (45 hours): Responsibilities for this time-intensive position include: working with the Executive Director to implement lesson plans using the approved curricula; commitment; organization; a passion, gifting, and aptitude for the subject matter; and the ability to guide group discussions on literature of all types.

7-8 grade Elective Instructor (45 hours): Responsibilities for this time-intensive position include: working with Executive Director to implement lesson plans using approved curricula; commitment; organization; a passion, gifting, and aptitude for the subject matter. (TBD)

9-10 grade History Instructor (45 hours): Responsibilities for this time-intensive position include: working with the Executive Director to implement lesson plans using the approved curricula; commitment; organization; a passion, gifting, and aptitude for instructing the course; and the ability to guide group discussions and debates relevant to the subject matter.

9-10 grade Literature Instructor (45 hours): Responsibilities for this time-intensive position include: working with the Executive Director to implement lesson plans using the approved curricula; commitment; organization; a passion, gifting, and aptitude for the subject matter; and the ability to guide group discussions on literature of all types.

9-10 grade Elective Instructor (45 hours): Responsibilities for this time-intensive position include: working with the Executive Director to implement lesson plans using the approved curricula; commitment; organization; a passion, gifting, and aptitude for the subject matter.

11-12 grade History Instructor (45 hours): Responsibilities for this time-intensive position include: working with the Executive Director to implement lesson plans using the approved curricula; commitment; organization; a passion, gifting, and aptitude for instructing the course; and the ability to guide group discussions and debates relevant to the subject matter.

11-12 grade Literature Instructor (45 hours): Responsibilities for this time-intensive position include: working with the Executive Director to implement lesson plans using the approved

curricula; commitment; organization; a passion, gifting, and aptitude for the subject matter; and the ability to guide group discussions on literature of all types.

11-12 grade Elective Instructor (45 hours): Responsibilities for this time-intensive position include: working with Executive Director to implement lesson plans using approved curricula; commitment; organization; a passion, gifting, and aptitude for the subject matter.

Study Hall Monitor (3 positions-45 hours) Responsibilities for these positions include: providing a monitored classroom for students requiring study hall; checking hallways periodically; and overseeing the snack bar, including taking charge of the money and replenishing items throughout the day. These positions must be filled by volunteers who will be present for the entire class time each week, in order to monitor during classroom changes. It is critical that you find a substitute if you will be absent.

8:30am-10:30am Study hall/ Welcome Coordinator: Responsibilities for this position include: being present in the mornings before classes begin to welcome families at the door, greeting new families for Open Houses, and generally making guests feel welcome to REX.

10:30am-12:00pm Study Hall/Family Ministry Coordinator: Responsibilities for this position include: keeping track of students' birthdays and sending birthday cards; keeping track of sick or injured REX family members in order to organize and coordinate meal trains; sending out Christmas cards; and asking for prayer requests for REX families.

1:00pm-2:30pm Study Hall/Elementary Child Care: Responsibilities for this position include: planning activities for elementary students that remain at REX after lunch.

Missions Coordinator (45 hours): Responsibilities for this position include: coordinating with the Board to prayerfully plan and execute our Missions Focus for the academic year; schedule 2 working missions projects, one in the fall and one in the spring, working with local organizations that need help; and coordinating with the local Food Bank and REX families for our Reverse Advent Calendar food donation. Good communication and organizational skills are required.

Set-Up Coordinator (16 hours): Responsibilities for this position include: punctuality and an 8:00 am arrival on REX day; and efficiency, overseeing the Set-Up Crew, and ensuring all set-up tasks are completed in time for morning meeting and in accordance with the initial check-list (which may be adapted at the director's discretion).

Final Clean-Up Coordinator (16 hours): Responsibilities for this position include: scheduling and overseeing the Final Clean-Up Crew to ensure all end-of-day tasks are completed thoroughly using the church's system for cleaning and utilizing a provided checklist (that may be adjusted at the directors' discretion).

Field Trip Coordinator (45 hours): Responsibilities for this position include: planning and managing the REX field trip calendar with a minimum of 2 field trips per month (one educational and one for fun and fellowship); minimizing scheduling conflicts; posting events; and ensuring a wide range of experiences, locations, and price points are available to the community. This position requires good communication skills; a working relationship with the Director and other planners at REX; and the willingness to utilize Google Drive and other technology as required. (Members may suggest and plan field trips with the Field Trip Coordinator's approval.)

Special Events Coordinator (45 hours): Responsibilities for this position include: coordinating with REX Board members to plan the Special Events calendar for events such as Parents/ Nights out, Open Houses, the Academic Showcase, formal events, and graduation. Some fundraising events may also require assistance. This position requires the ability to multi-task; timeliness; strong interpersonal and organizational skills; and the ability to brainstorm with others to plan and execute events. The Special Events Coordinator will enlist the assistance of parents and students as needed.

Yearbook Coordinator (45 hours): Responsibilities for this position include: choosing a yearbook platform for the school year; taking photographs at all REX events; working with parents and students to collect photographs from the different classes and events throughout the year; putting together picture-boards to be displayed at REX Open Houses, the Academic Showcase, and graduation; organizing yearbook sign-ups; and designing and distributing the yearbook in a timely fashion. The Yearbook Coordinator will enlist the assistance of students as needed.

Fundraising Coordinator (45 hours): Responsibilities for this position include: working within the parameters of a 501c3 charity in planning fundraising activities for the year; planning activities with REX Board members and other coordinators; overseeing passive fundraisers (such as our AmazonSmile program, and at least one restaurant willing to give a percentage of sales); and planning and executing 3 active fundraising activities (such as the REX Holiday Auction, a Carwash, and an Easter Tea). The Fundraising Coordinator will enlist the assistance of students and parents as needed.

Recess Coordinator (25 hours): Responsibilities for this position include: planning and leading various indoor/outdoor games and activities beginning at 12:20 PM; monitoring outside recess/coordinating parent signups for monitoring outside and possible indoor recess in the gym; and filling in when there is no volunteer available.

Lunch Coordinator (45 hours): Responsibilities for this position include: coordinating sign-ups and timely set-up for theme lunches such as pizza day, taco day, regular pot lucks, and others; keeping an accounting of and holding/keeping the bank for all sales; and working with the Treasurer to make deposit/for reimbursement. The Lunch Coordinator will enlist the assistance of students and parents as needed.

Senior Class Advisor (45 hours): Responsibilities for this position include: coordinating with seniors and their parents for the graduation ceremony; work with senior parents to plan senior gifts, lunches, the Jr/Sr Dinner, and assorted senior activities; coordinate with seniors to select class colors and order senior shirts and/or hoodies; and working with Treasurer to provide invoices for senior events.

OPTIONAL VOLUNTEER POSITIONS (These will open if we have enough families in the community):

Volunteer Scheduling Coordinator (45 hours): Responsibilities for this position include: Overseeing the overall schedule for adult and teen volunteers by working with the Set-Up Coordinator, Lunch-Clean Up Coordinator, and Final Clean-Up coordinator to ensure smooth operation and no conflicts; creating and keeping a master list of all teen volunteer hours; issuing volunteer hour certificates to teens at the end of the academic year; working with the Director to contact volunteers and manage volunteer jobs, track hours, and maintain a list of volunteers and position occupancy for REX events. The Volunteer Scheduling Coordinator must have strong organizational skills.

STUDENT VOLUNTEER LIST:

Set-Up Crew: Responsibilities for these student positions include: punctuality and efficiency, as the set-up period is 30 minutes immediately prior to the morning meeting; working with the Set-Up Coordinator to complete the set-up tasks required for REX to operate. Tasks include, but are not limited to, moving/setting up tables and chairs in each classroom, ensuring all whiteboards are clean, and setting up the snack table and Keurig station.

Lunch Clean-Up Crew: Responsibilities for these student positions include: completing all lunch-related clean-up tasks, and putting the microwave away as necessary.

Final Clean-Up Crew: Responsibilities for these student positions include: working with the Final Clean-Up Coordinator to execute end-of-day cleaning and tasks.

Various REX Events Helpers: Responsibilities for these events include: working with the event coordinator to assist in setting up, decorating, serving, and tearing down.