

## Parent Volunteer Job Descriptions

In order for MERC to return your Parent Volunteer Deposit check, please sign up and work 4 volunteer hours for each student enrolled. If there are more than two students from one family, you only need to sign up and work 8 hours as a maximum. On most school days, there are two shifts of volunteer job: 8:30 AM – 10:30 AM and 9:30 AM – 11:30 AM. There are a few 3-hour Event Helper slots. One 3-hour slot will fulfill 4 volunteer hours, and two 3-hour slots will fulfill 8 volunteer hours. Sign up early at [SignUpGenius.com](http://SignUpGenius.com) for better availability of time slots.

On your volunteer day, please arrive on time and report to our Parent Volunteer Coordinator for further instructions.

### **Information Desk (8:30 AM – 10:30 AM):**

1. Set up Information Desk with tables and chairs.
2. Set up tables and display students' artwork from art classes. Artwork is stored in Room B-8.
3. Ring the school bell at 8:45 AM (Chinese Classes begin), 9:35 AM (recess begins), 9:40 AM (recess ends), 10:30 AM (Chinese Classes end, Enrichment Classes begin).
4. Accompany young students to the restrooms during class time.
5. Be mindful of student's safety at all times.
6. Answer general inquiries.
7. Prepare and distribute school flyers and materials.

### **Security (8:30 AM – 10:30 AM):**

1. Hang the red MERC banner on the fence facing the parking lot. Display the white MERC sign outside Building B. Both the red banner and the white sign are stored in Room B-8.
2. Patrol the campus frequently during school time. Any unfamiliar persons or unusual activities should be reported to the Information Desk immediately.
3. Accompany young students to the restrooms during class time.
4. Patrol the campus during recess time (9:35 AM - 9:40 AM).
5. After Chinese classes end (10:30 AM), patrol between the building and the parking lot to ensure students are picked up safely.

### **Snack & Coffee Sale (8:30 AM – 10:30 AM):**

1. Set up the Snack Sale and Coffee Service tables.
2. In charge of selling snacks and beverages at recess times (9:35 AM - 9:40 AM) and after school (10:30 AM - 10:35 AM).
3. Put snacks back into the Snack Cart. Pack up coffee maker and supplies.
4. Notify Snack Sale Coordinator when it is time to replenish snacks.

**Mid-Day Help (9:30 AM – 11:30 AM):**

1. Patrol the campus during recess time (9:35 AM - 9:40 AM).
2. Accompany young students to the restrooms during class time.
3. After Chinese classes end (10:30 AM) and first period of Enrichment Classes end (11:25 AM), patrol between the building and the parking lot to ensure students are picked up safely.
4. Take down the red MERC banner from the fence facing the parking lot. Put away the red banner and the white MERC sign. Store both the red banner and the white sign in Room B-8.
5. Take down artwork display and store artwork in Room B-8.
6. Move tables and chairs back to respective classrooms. Make sure classrooms are clean, desks and chairs are neatly arranged, blackboards and white boards are wiped clean, and windows are closed. Turn off the lights and close all classroom doors.

**Event Helper:**

1. Fire Drill – help teachers run fire drill (8:30 AM – 10:30 AM).
2. Picture Day, Academic Contest – chaperone and line up students (8:30 AM – 10:30 AM).
3. Culture Week – help teachers run activities (8:30 AM – 10:30 AM).
4. Chinese New Year Celebration, Year End Party – set up and decorate the Multipurpose Room the evening before event date (5:00 PM – 7:00 PM).
5. Chinese New Year Celebration, Year End Party – serve lunch, manage booth and clean up (9:00 AM – 12:00 PM).
6. Open House – set up exhibits, answer visitors' inquiries (8:30 AM – 10:30 AM).