

Volunteer Job Descriptions 義工工作說明

- ❖ **Preschool Parents please look for the jobs you have priority in the matching process to sign up.**
- ❖ **Photographers for Credit Class Field Trips are reserved for Credit Class parents.**

Room Parent - To assist School, Classroom Teacher & PTA in communicating with the parents, help Classroom Teacher with class/school activities as needed, and help hosting Chinese New Year Carnival by arranging a Class Booth. (Serve for the entire school year)

班媽/班爸 – 做為學校/老師/家長會與家長之間的溝通橋梁,協助老師安排班級和學校的活動, 以及統籌新年園遊會的攤位事宜 (服務一學年)

Need 1 room parent for each class, 2 for classes with 15 students and more

Ground Supervision – To patrol campus and ring Bell during school recesses Shift during Chinese New Year Festival will help directing traffic and parking. (Serve for 5 weeks)

校園巡邏組– 下課休息時間巡邏校園, 若逢新年園遊會則協助指揮交通。(服務五週)

Need 30 Volunteers

Office Duty – To ring Bell on 1:30pm and 4:30pm, prepare coffee/tea for the staff, and assist with clerical work in the office. (Serve for 5 weeks)

辦公室職勤 – 在 1:30pm 和 4:30pm 的時候敲鐘, 幫教職及行政人員準備咖啡/茶, 協助家長會和行政人員處理瑣事。(服務五週)

Need 6 Volunteers

Student Store Committee – To purchase Student Store items, help host Coupon Day by coordinating with PTA Director and Coupon Day volunteers. (Serve for the entire school year)

學生商店組– 購買學生商店之商品, 策劃並主持學生商店活動 (服務一學年)

Need 1 Volunteer

School Event Assistance (Coupon Day, Culture Day, Chinese New Year Festival, Graduation Ceremony) – To help with the event setups. For the coupon days, volunteers need to stay at your assigned tables to assist the students with their prize exchange. For Culture Day, volunteers need to help cook and serve the rice balls. (Serve for 4 events)

學生商店日, 文化節, 新年園遊會及結業典禮協助 – 協助學生在學生商店日中兌換獎品, 及學校活動之場地佈置(服務四次/項活動)

Need 10 Volunteers

School Contest Assistance – To help with the setup and assist in contestants checking-in, scorekeeping or other tasks at Speech Contest and Poetry Recitation Contest (Serve at both contests)

校內比賽服務組 – (服務演講比賽以及詩詞朗誦比賽, 協助佈置, 簽到及計算成績)

Need 7 Volunteers

Photographers for Credit Class Field Trips – To take pictures at Credit Class field trips and upload them to a dedicated link afterwards. (Serve for 5 events/field trips) *****Reserved for Credit Class Parents*****

學分班校外教學攝影組 –在學分班活動與校外教學期間負責攝影，並於活動結束後將照片上傳指定的網路鏈結 (服務五次) *****保留給學分班家長*****

Need 2 Volunteers

Photographers for School Events – To take pictures at school activities & events and upload them to a dedicated link afterwards. (Serve for 5 weeks/events)

學校活動攝影組 – 拍攝學校活動，並於活動結束後將照片上傳指定的網路鏈結 (服務五次)

Need 4 Volunteers

Registration Assistance – To help as cashiers during registration weeks and assist with inputting student data into school's database while applicable. (Serve for 6 weeks)

協助註冊組 – 於預註冊和開學期間幫忙收錢及整理註冊資料 (服務六週)

Need 5 Volunteers

Scrip Sales – To help with selling Scrip and the bookkeeping on Scrip Sale Day (Serve for 4 weeks)

禮券銷售組 – 在禮券銷售日幫忙銷售禮券, 結帳, 與清點存貨 (服務四次)

Need 10 Volunteers

Student Snack Store – To sell snacks during the 2nd recess (Serve for 15 weeks)

第二節下課點心販賣 (服務 15 週)

Need 2 Volunteers

Yearbook Editors - To help create and edit yearbook pages from February to May.

年刊編輯 - 每年從二月至五月協助年刊的製作與編輯.

Need 2 Volunteers

*****Preschool Parents have priority to select the following jobs because they need to stay in the classroom with their students from 1:30pm to 4:00pm.**

Webmaster Committee - To help updating the contents - text and image files - on SDCA website and PTA Blog (Serve for 15 weeks) *****Priority for Preschool Parents*****

網路組 – 協助學校網頁內容和家長會部落格的更新與管理 (服務 15 週) *****學前班家長優先*****

Need 2 Volunteers

Volunteer Coordinator – To help keep in touch with parent volunteers throughout the whole school year, remind volunteers to show up at their duties, and assist PTA to find substitutes when necessary. (Serve for the entire school year) *****Priority for Preschool Parents*****

義工連絡組–連絡本學年的家長義工，提醒義工們的服務日期與時間，並且在必要時協助家長會找到代班義工(服務一學年) *****學前班家長優先*****

Need 2 Volunteers

Teacher's Snack Duty – To purchase snacks for the staff and TAs (work 5 weeks for full refund)
*****Priority for Preschool Parents*****

老師點心輪值– 準備老師點心(服務五週) *****學前班家長優先*****

Need 6 Volunteers

SDCA weekly mail pickup – To pick up mail weekly at Sorrento Valley postal office and bring to school office. (Week 1-15 or Week 16-30) (Serve for 15 weeks) *****Priority for Preschool Parents*****

幫學校拿郵件服務– (服務 15 週) *****學前班家長優先*****

Need 2 Volunteers