

Heart of a Servant

Service Block Opportunities

2011 – 2012

Please note:

You may contact any campus, including the Early Childhood Program, for additional volunteer opportunities not listed in this catalog. Also, please check with your student's teacher and read the campus emails and newsletters which carry other volunteer opportunities as the school year advances.

***Thank you for blessing your child's school
with your "servant's heart."***

PCS DEVELOPMENT SPECIAL EVENTS

PCS EVENT(S)

Date: TBD

Contact Person: Linda Swenson (Development Assistant) (503) 256-3960 ext 271

Number of Hours: Varies

Description: There may be an event needing volunteers to keep it running smooth. More details will be available as we get closer to the event.

DEVELOPMENT MAILINGS/OFFICE SUPPORT

Contact Person: Linda Swenson (503)256-3960 ext 271

Email Contact: linda.swenson@pcschools.org

Number of Hours: varies depending on how often one helps.

Approximate Dates: Throughout the school year.

Description: An area of need in the Development Office is helping to complete mailings. Copying, folding, and addressing are sometimes included. Office experience is not necessary.

ALUMNI OFFICE San Rafael St, Portland

MAILINGS/OFFICE SUPPORT

Contact Person: Jeanne Lampi (503) 256-3960 ext 267 / Home (503) 272-3469

Email Contact: jeanne.lampi@pcschools.org

Number of Hours: Varies

Approximate Dates: Throughout the calendar year

Description: Help is needed in the Alumni Department changing addresses and other items, such as making contacts through the telephone, some filing, and copying.

BUSINESS OFFICE San Rafael Street, Portland

OFFICE SUPPORT

Contact Person: Cheryl Jarvis (503) 256-3960 ext 0

Email Contact: cheryl.jarvis@pcschools.org

Number of Hours: varies depending on how often one helps.

Approximate Dates: Throughout the school year.

Description: Help is needed in the Business Office to answer phones, copy, and file non-confidential Documents and substitute at the front desk with training. This usually requires aprx. 4-8 hours at one time. Office experience is helpful, but not necessary.

Secondary School Campus Service Block Opportunities 2011 – 2012

MAILINGS/OFFICE SUPPORT Secondary Campus

MAILINGS/OFFICE SUPPORT

Contact Person: Eleanor Halsey (503)256-3960 ext 264

Email Contact: eleanor.halsey@pcschools.org

Number of Hours: 30+ depending on how often one helps

Approximate Dates: Weekly, all yearlong

Description: Help is needed 1-2 times a week to file non-confidential documents. Help to complete large mailings are also an area of *great* need.

PICTURE DAY ASSIST

Contact Person: Eleanor Halsey (503) 256-3960 ext 264

Email Contact: eleanor.halsey@pcschools.org

Number of Hours: 7:45am until finished...

Date: **August 27** (starting at 7:45am)

Description: Help is needed to assist photographers and students as needed.

EDUCATIONAL SUPPORT Secondary Campus

DRAMA - Tailors/Seamstresses

Contact: (503) 256-3960

Number of Hours: Unknown, depends on need

Approximate Dates: Fall and Spring

Description: Tailors/seamstresses are needed to sew, alter, and mend costumes for drama.

DRAMA - Stage Crew

Contact: (503) 256-3960

Number of Hours: 25 - 30

Approximate Dates: Fall and Spring

Description: People are needed to hang theatre lights and take them down for drama productions. Sound and light technicians are needed to operate lights, music, and sound effects during productions. This job also requires knowledge of theatre terminology.

DRAMA - Promotional Manager

Contact: (503) 256-3960

Number of Hours: 15 hours

Approximate Dates: Throughout year

Description: Contacting media sources with press releases of PCS drama activities.

BAND - Event Committee

Contact Person: Kevin Sippel (503) 256-3960 ext 210

Email Contact: kevin.sippel@pcschools.org

Number of Hours: Varies

Approximate Dates: TBA September - June

Description: Promotion of events. Support the Band with your time! Need preparation of baked goods and bake sale cashiers for fundraisers at concerts. Greeters, setup/cleanup people, distribution of concert programs, and other miscellaneous duties are needed at concerts. Chaperones for field trips. Transportation of equipment to and from events. Adults to assist with the Band Fundraising Table at school functions. ***A PCS background check for chaperones is required.***

CHOIR - Trip Chaperones and Trip Coordinator

Contact Person: Daniel Burnett (503) 256-3960 ext 211

Email Contact: daniel.burnett@pcschools.org

Number of Hours: 30+

Approximate Dates: TBA

Description: Come along on a choir trip and complete your Service Block in one svelte swoop. Great music, great kids, great fun! ***A PCS background check for chaperones is required.***

CHOIR - Organize Choir Library

Contact Person: Daniel Burnett (503) 256-3960 ext 211

Email Contact: daniel.burnett@pcschools.org

Number of Hours: 30+

Approximate Dates: Flexible

Description: No skills required, just the ability to follow directions and work somewhat independently. File music, repair music, and assist in choir mailings.

CHOIR - Concerts

Contact Person: Daniel Burnett (503) 256-3960 ext 211

Email Contact: daniel.burnett@pcschools.org

Number of Hours: Flexible

Approximate Dates: To be announced

Description: Help set-up, decorate, prepare, and other assorted duties as needed.

CHOIR – Tour Coordinator

Contact Person: Daniel Burnett (503) 256-3960 ext 211

Email Contact: daniel.burnett@pcschools.org

Number of Hours: 30

Approximate Dates: Flexible

Description: Contact various schools & churches to schedule concerts. Also various motels, restaurants & sightseeing options. Coordinator may or may not travel with choir on trip.

CHOIR – SPA-GET-TOGETHER and other Misc. Opportunities

Contact Person: Daniel Burnett (503) 256-3960 ext 211

Email Contact: daniel.burnett@pcschools.org

Number of Hours: Varies

Approximate Dates: February 13, 2012

Description: Help needed to secure food donations, plan setup and cleanup, and other duties as designated. **Misc. opportunities include:** Maintain choir email list, hem new choir dresses, assist at functions, and other tasks as needed.

COLLEGE SCHOLARSHIP COORDINATOR

Contact Person: Dr. Shawn Jones (503) 256-3960 ext 255

Email Contact: shawn.jones@pcschools.org

Number of hours: Varies

Approximate Dates: Year-long commitment /Flexible hours

Description: Helper needed to compile scholarship information received by the Counseling Department, regularly maintain online listing of available scholarships, and maintain scholarship file.

JOB SHADOW SITE/OPPORTUNITY

Contact Person: Dr. Shawn Jones (503) 256-3960 ext 255

Email Contact: shawn.jones@pcschools.org

Description: Make your job site available for high school students to visit for a half or full day; enables students to observe/experience different careers as part of their Career Education.

ADULT SUBJECT TUTORS

Contact Person: Dr. Shawn Jones (503) 256-3960 ext 255

Rebecca Coulson (503) 256-3960 ext 256

Number of hours: Varies

Approximate Dates: Varies according to need throughout school year

Description: Tutors needed in all subject areas. Indicate what subject, grade and levels you are qualified/interested in.

INTERNATIONAL STUDENT PROGRAM DINNERS

Contact Person: Sheila Tretter (503) 256-3960 ext 261

Kathy Nyone (503) 256-3960 ext 254

Email Contact: sheila.tretter@pcschools.org

kathy.nyone@pcschools.org

Number of hours: Varies, 2 to 5 hours per event

Approximate Dates: September 27, 2011 Fall Potluck – 6:30 to 8:30pm in the PC Cafeteria

May 17, 2012 Spring Potluck – 6:30 to 8:30pm in the PC Cafeteria

Description: Come early and help set up for potluck dinner, serve food & beverages, clean-up after. Please leave your name with Kathy Nyone if you would like to assist at other ISP functions during the school year. She will be glad to have your help.

ATHLETIC SUPPORT Secondary Campus

ATHLETIC SUPPORT AND EVENTS

Contact Person: Dana Larson, Athletic Director (503) 256-3960 ext 275
Debi Hanson (503) 256-3960 ext 266

Email Contact: dana.larson@pcschoools.org
debi.hanson@pcschoools.org

Description: *School Athletic Events...***FOOTBALL:** announcer (back up), time keeper/score clock, statistics, chain crew (Var, JV, JH), ticket takers, supervision, parking, concession helpers (Var, JV, JH), EMT (certified Emergency Medical Technician) and Cable Access Video (VAR), also weekend clean-up.

VOLLEYBALL: announcer, scorekeeper, ticket taker, line judge, and concession helpers (Var, JV).

SOCCER: announcer, time keeper/score clock, statistician. **CROSS COUNTRY:** "Meet" assistants. **BASKETBALL:** announcer (back-up), ticket takers, concession helpers (VAR, JV), score clock, statistics, and scorekeeper. **TRACK MEET CREW:** timers, place pickers, field event judges, scorers, exchange/corner judges, concessions helpers, and misc. help to setup and tear down. Track sweeping, washing, and gravel removal periodically throughout the year. **BASEBALL & SOFTBALL:** scorekeeper, field preparation.

*Middle School Athletic Events...***FOOTBALL:** chain crew, timekeeper, statistician, concession helpers, field setup/tear down and misc. helper. **VOLLEYBALL:** line judge, score keeper, concession helpers. **BASKETBALL:** score keeper, statistician, concession helpers, help to tear down and setup. **TRACK:** scorers, announcer, concession helpers, and "Meet" assistants to setup and tear down. **SOCCER:** score keeper, stats person.

Also: *Please watch the News and Notes and Campus News Flashes for other needed athletic assistance.*

GENERAL SUPPORT AND ASSISTANCE Secondary School Campus

FACULTY/STAFF APPRECIATION WEEK

Contact Person: Sally Seal (503) 256-3960 ext 269

Number of Hours & Dates: Spring 2012 - To be announced

Description: **Faculty/Staff Appreciation Week.** Provide something special every day for a week. You can take 1 day/or more and work with the team to provide that special touch.

FACULTY/STAFF SUPPORT

Contact Person: Cheryl Jarvis (503) 256-3960 ext 0

Email Contact: cheryl.jarvis@pcschoools.org

Number of Hours & Dates: Varies

Description: **#1...**Teachers lounge monthly clean up, tables, refrigerators, etc. **#2...**Making healthy, or not, treats or supplying fruit once per week/month for the teachers' lounge. **#3...**Providing supplies for the teacher's lounge (coffee, paper products, etc.) This job can vary from 3 – 30 hours depending on how many weeks you commit to. *Greatly appreciated~*

CAMPUS BEAUTIFICATION

Contact Person: Dana Larson (503) 256-3960 ext 275

Email Contact: dana.larson@pcschools.org

Number of Hours: Flexible

Approximate Dates: Throughout the school year

Description: Grounds keeping, involves weeding, planting, spreading barkdust, and grounds maintenance throughout the year.

CAMPUS SERVICE (Cleaning/Upkeep/Small Repairs, Painting)

Contact Person: Dana Larson (503) 256-3960 ext 275

Email Contact: dana.larson@pcschools.org

Number of Hours: 30+

Approximate Dates: Varies

Description: Various cleaning tasks, building upkeep, repairs and maintenance, interior and exterior.

FACULTY/STAFF SUPPORT LUNCHEONS

Contact Person: Sally Seal (503) 256-3960 ext. 269

Email Contact: sally.seal@pcschools.org

Number of Hours: 10+ (several opportunities)

Approximate Dates: Varies

Description: Help coordinator cook, serve, set-up, and clean-up for faculty/staff support luncheons.

HOT LUNCH VOLUNTEERS/KITCHEN CLEAN UP

Contact Person: Abby Osborn (503) 256-3960 ext 214

Number of Hours: 30

Approximate Dates: Throughout the school year.

Description: Help is needed to provide a nutritious hot lunch for your students. We need parents to help cook, serve, and clean the kitchen on a daily basis throughout the school year. You can work once a week, or more according to your available time. Commitment is very important, as we cannot cancel lunch for the day. Also, help to thoroughly clean the kitchen twice a year.

CAMPBELL'S LABELS

Contact Person: Contact Helene Wagner (503) 252-5492

Number of Hours: Varies

Approximate Dates: Throughout the school year

Description: Count, sort, and bundle labels for "Labels for Kids" (Campbell's) program.

OTHER MISCELLANEOUS Secondary Campus

SENIOR HIGH GRADUATION ACTIVITIES

Contact Person: Sally Seal (503) 256-3960 ext 269

Email Contact: sally.seal@pcschools.org

Number of Hours: 15+

Approximate Dates: To be announced – Please contact early in the year.

Description: A few meetings prior to graduation and then helping with all the festivities that accompany this exciting time.

SENIOR HIGH GRADUATION RECEPTION COORDINATOR

Contact Person: *Your name could be here!* Sally Seal (503) 256-3960 ext 269

Number of Hours: 10

Approximate Dates: TBA – Please commit to this by November with Sally Seal.

Description: Contact volunteers, plan decorations and refreshments for reception following graduation. Set up from 9:00am until finished.

SKI CLUB CHAPERONE

Contact Person: TBA

Number of Hours: 30+

Approximate Dates: January – March (if there is snow on the mountain)

Description: Chaperone student skiers on the ski bus and mountain. Bus leaves the high school campus Fridays around 3:45 p.m. for Timberline and returns around 11:00 p.m. Several all day trips are planned, many chaperones are needed.

***Special Note:** Chaperones must have had a background check before helping. Please apply in September-October with Sally Seal.

STORE ASSISTANT

Contact Person: Eleanor Halsey (503) 256-3960 ext 264

Email Contact: eleanor.halsey@pcschools.org

Number of Hours: 30+ We start the 1st week of school.

Approximate Dates: Once a week throughout the school year (yearlong commitment, required).

Description: Assisting in the school store. Selling snacks and beverages during lunch period.

SUMMER CLEANING AND MAINTENANCE PROJECTS

Contact Person: Dana Larson (503) 256-3960 ext 275

Number of Hours: 30+ or per project as needed

Description: Take on special projects to enhance and improve facilities: painting, grounds improvement, athletic equipment repair, pressure washing.

NOTE: *Please check your campus newsletters and emails for other opportunities for serving your campus.*

Please note:

You may contact any campus, including the Early Childhood Program, for additional volunteer opportunities not listed in this catalog. Also, please check with your student's teacher and read the campus emails and newsletters which carry other volunteer opportunities as the school year advances.

***Thank you for blessing your child's school
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***Portland Christian Schools
Elementary Campus
Heart of a Servant / Service Block Opportunities
2011 - 2012***

OFFICE SUPPORT Market Street Campus

HEALTH ROOM ASSISTANT

Contact Person: Michele Madson (503) 256-5455 ext 300

Email Contact: michele.madson@pcschools.org

Number of Hours: Varies

Approximate Dates: September - June

Description: Volunteers to keep health room organized, clean, and inventoried. Attend to first aid situations that arise.

EDUCATIONAL SUPPORT Market Street Campus

Contact Person: Your child's teacher

Number of Hours: Varies

Approximate Dates: Varies

Description: Your child's teacher will be happy to explain all the ways that parents can help!

ROOM PARENT COORDINATOR

Contact Person: Susan Nagai (360) 883-9673

Number of Hours: Many and varied

Approximate Dates: Full year commitment

Description: Trains and aids room parents in procedures, tracking service block hours, and other assistance as needed.

DAILY TEACHER'S/CLASSROOM AIDES

Contact Person: Your child's teacher

Number of Hours: 30+

Approximate Dates: Varies with teacher

Description: Volunteer to help teacher as needed. Some examples: making bulletin boards, grading papers, and construction paper cut outs. A background check is required.

COMPUTER CLASS TECHS - IBM

Contact Person: Tony Collopy (503) 256-5455 ext 353

Email Contact: tony.collopy@pcschools.org

Number of Hours: Approximately one hour a week.

Approximate Dates: September - June (yearlong commitment required)

Description: Assisting the Computer Lab Coordinator with our computers: troubleshooting, assist kindergarten teacher with classes, etc.

BAND ASSISTANT

Contact Person: Kevin Sippel (503) 256-3960 ext 210

Email Contact: kevin.sippel@pcschools.org

Number of Hours: 30+

Approximate Dates: To be determined

Description: Person needs skill in specific band instruments.

MUSIC CLASS SUPPORT

Contact Person: Lisa Singleterry (503) 256-5455 ext 354

Email Contact: lisa.singleterry@pcschools.org

Hours: Varies

Dates: TBA

Description: Help with programs, play piano, and hand bell chaperones.

FIELD TRIP CHAPERONES

Contact Person: Your child's teacher

Number of Hours: Varies

Approximate Dates: Varies

Description: Assist teacher on field trips. Chaperones are selected on a rotating or selection basis.

****Special Note:** Chaperones must have a background check & Adult/Youth Contact Training before they go on field trips.

LIBRARY AIDE

Contact Person: Carlene Siler (503) 256-5455 ext 356

Email Contact: carlene.siler@pcschools.org

Number of Hours: 30+

Approximate Dates: weekly as needed

Description: Maintain library appearance. Example: straighten bookshelves, re-cover/repair books. Some computer knowledge would be helpful.

AM PLAYGROUND SUPPORT

Contact Person: Michele Madson (503) 256-5455 ext 0

Email Contact: michele.madson@pcschools.org

Number of Hours: 30+

Approximate Dates: weekly as needed 8:00 – 8:30am

Description: Help monitor children on the playground during morning drop off time. Must have a background check & Adult/Youth Contact Training

PARENT COMMITTEE SUPPORT Market Street Campus

Contact Person: Melinda McClelland (503) 253-5179

Number of Hours: Varies

Approximate Dates: Varies

Description: Help coordinators with various events. Popcorn, sno-cone days, chapel socials, Fun Night, etc.

EVENT BAKING/CLEAN UP

Contact Person: Anne McDonald (503) 777-4948

Number of Hours: 1 Dozen = 1 block hour + ingredients (2-5 dozen per event, per baker)

Approximate Dates: Sept - June

Description: Homemade cookies, bars, sweet breads, & muffins are needed for various functions throughout the school year.

FACULTY/STAFF APPRECIATION

Contact Person: Holly Heidebrecht (503) 280-9872

Number of Hours: Varies

Approximate Dates: Spring 2012

Description: Duties include organizing special activities for teachers and staff, notifying parents in advance, and organizing parent support.

GARDEN CLUB/CAMPUS BEAUTIFICATION/CAMPUS CLEAN UP

Contact Person: Ryan Beliel (503) 256-5455 ext. 320

Number of Hours: 10+

Approximate Dates: Throughout the school year

Description: Grounds-keeping in coordination with system wide groundskeeper. Weeding, planting, and maintenance throughout the school year.

HOT LUNCH HELPERS

Contact Person: Leann Rowlett (503) 256-5455 ext 321

Number of Hours: 2 hours per shift

Approximate Dates: Monday through Friday available for choosing throughout year.

Note: This is a full year commitment.

Description: Helping prepare and serve hot lunches to students, faculty, and staff.

OTHER/MISCELLANEOUS Market Street Campus

PICTURE DAY

Contact Person: Michele Madson (503) 256-5455 ext 300

Email Contact: michele.madson@pcschoools.org

Number of Hours: 3+

Approximate Dates: September 14 & 15

Description: Assisting the photographer and/or students.

ELEMENTARY RELAYS - Helpers/Snack Shack/EMT

Contact Person: Cindy McElmurry (503) 256-5455 ext 303

Email Contact: cindy.mcelmurry@pcschoools.org

Number of Hours: 6

Approximate Dates: May 25, 2012 (at PCHS)

Description: Many volunteers are needed to help relay runners, gather teams, make sure no one is dehydrated, run Snack Shack, etc. **AN EMT IS NEEDED** for the day. (12-4pm)

COACHES/ASSISTANT COACHES

Contact Person: Debi Hanson (503)256-3960 x266

Email Contact: debi.hanson@pcschoools.org

Number of Hours: 30+

Approximate Dates: August through March

Description: Football, Basketball, Volleyball. Help with practices and games. Contact Debi Hanson for details.

SNACK SHACK HELPERS FOR VOLLEYBALL & BASKETBALL

Contact Person: Debi Hanson 503-256-3960 x266

Email contact: debi.hanson@pcshools.org

Number of Hours: 30+

Approximate Dates: September through March

Description: Operate snack shack on Saturdays during Volleyball and basketball games at PCHS.

FUN NIGHT - GAMES

Contact Person: Tammy Keegan (503) 328-8847

Number of Hours: 10+

Approximate Dates: May 5, 2012

Description: Coordinate, help decorate and operate game booths, cashier, and clean up.

FUN NIGHT - FOOD

Contact Person: Tammy Keegan (503) 328-8847

Number of Hours: 10+

Approximate Dates: May 5, 2012

Description: Volunteers are needed as cooks, servers, cashiers, and clean up. For stay-at-home or working parents, this would be great, because home food preparation is needed.

BULLETIN BOARDS

Contact Person: Cindy McElmurry (503) 256-5455 ext 303

Email Contact: cindy.mcelmurry@pcschoools.org

Number of Hours: Varies

Description: Take down & put up new bulletin board decorations.

JOG-A-THON

Contact Person: Tori Cumings (503) 654-0002

Number of Hours: Varies

Date: September 23, 2012

Description: Help needed to count laps, pass out water, and help keep groups organized.

NOTE: *During the school year please check your campus newsletters and emails about other opportunities for serving your campus.*