

# Volunteer Handbook

2009 – 2010 / 5770



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## Welcome to Nachshon!

*Nachshon*, Austin Jewish Academy's Parent Organization, welcomes you to Austin Jewish Academy! *Nachshon* provides volunteer support for our faculty and leadership team, helps build community within our school, and assists with fundraising that supports programs for our children.

Our Jewish texts teach us that during the Exodus from Egypt, when the Israelites reached the Red Sea, it did not immediately part. The Israelites stood waiting by the sea, waiting desperately for relief, when *Nachshon*, the prince of the tribe of Judah, entered the waters. Once he was up to his nose in the water, the sea finally split. *Nachshon* is recognized for his nobility and faith. In addition, a popular Yiddish saying, "to be a *Nachshon*" means to be an "initiator." Our parent volunteer efforts and leadership truly strengthen and enrich our school program and are an essential part of our school community.

In keeping with this teaching, AJA parents are committed to meeting the needs of our school. AJA thrives on parent volunteerism; we value all of our parents' time, talents and treasures. We expect all AJA parents to participate significantly in both the volunteer and fundraising efforts of the school.

As you will see in the accompanying pages, there are many volunteer opportunities from which to choose. This includes volunteering in the classroom and school-wide activities, purchasing scrip (gift cards), giving to the annual campaign (we strive for 100% participation!) and participating in our two major fundraising events (Gala and BagelFest Open Golf Tournament). This also includes sharing your family's positive AJA experiences with others, and helping us to grow the school. Please feel welcome to share this handbook; we welcome grandparent and community volunteers as well! We respectfully request that younger siblings and/or young children do not accompany our volunteers during AJA student programs (field trips, classroom assistance, lunch/recess monitoring, etc.).

Thank you in advance for your continued support. We look forward to working with you!

*Jill*

Jill Silverstein,  
Board of Directors  
Chair, Development Committee

*Lisa*

Lisa Killingsworth-Cohen  
Nachshon Co-President

*Jason*

Jason Mann  
Nachshon Co-President

## AJA Parent Volunteer Opportunities

Please read descriptions on the following pages, complete and submit this form.  
Please check all that apply!

Name: \_\_\_\_\_

Grade Level(s): \_\_\_\_\_

### Classroom Support Opportunities

- Room Parent
- Nachshon (Parent Organization) Representative
- Classroom Office Assistant
- Classroom Helper
- Teacher Appreciation Committee
- In-class Library Helper
- General Library Helper
- Art Room Coordinator
- Bulletin Board Decorator
- Field Trip Driver
- First Grade Transmittal Envelope Helper
- Third Grade Class Banking Assistant
- Fourth Grade Senior Drivers

### School Event Opportunities

- Kindergarten Open House
- Middle School Open House
- Book Fair
- Science Fair
- PSIA (Private School Interscholastic Academic Competition) Coaches
- PSIA Judges
- Kabbalat Shabbat
- Lunch/Recess Monitors
- Grandparents Day
- All-School Jewish Holiday Programs
- Scrip Committee
- Grade Level Ceremonies/Event Coordinators

### Drama/Theater Production

- Choreographers
- Technical Theater Assistants
- Rehearsal Snack Committee
- Concession Providers and Sellers

### Athletics

- Volleyball Parent Coordinator
- Girls Basketball Parent Coordinator
- Boys Basketball Parent Coordinator
- Soccer Parent Coordinator

### Gala

- Invitation Stuffing and Mailing
- Table Captain
- Silent Auction
- Tribute Book
- Greeters and Check-In
- Decorations
- Set-up
- Wine Ring Toss
- Clean-up
- Video Production

### BagelFest Open Golf Tournament

- Raffle Committee
- Sponsor Committee
- Advertising
- Goodie Bag Set-up
- Website Support
- Set-up
- Check-in and Greeters
- Raffle Tickets and Mulligan Sales
- General Committee Member

### Community Events

- SukkahFest
- Purim Carnival
- Celebration of Jewish Education
- DJCC Celebration of 10 Years & Jewish Heritage Festival

Do you have a **special talent/expertise** that you are willing to share with our students, faculty and/or administration (graphic design, marketing, writing, technology, science, photography, etc.)?

If so, please list here: \_\_\_\_\_

## AJA PARENT VOLUNTEER OPPORTUNITIES

*Opportunities are subject to change based on the growing needs of our school. Thank you for understanding.*

### Classroom Support Opportunities

<b>Volunteer Position</b>	<b>Description</b>	<b>Volunteers Needed/Time</b>
Room Parents	Assist classroom teachers in coordinating special activities, finding volunteers as needed – including drivers for field trips, and provide general classroom support.	Volunteers Needed: 1-2 per class Time: 10 hours
Nachshon (Parent Organization) Representatives	Represent parent community at monthly Nachshon (AJA’s Parent Organization) meetings; report back to class parents	Volunteers Needed: 1-2 per class Time: 10 hours
Classroom Office Assistants	Help with photocopying, laminating and binding, preparing and cutting materials, etc.	Volunteers: 1-2 per class Time: varied, as needed
Classroom Helpers	Sign up to be on the “will-call” list to help with science projects, cooking projects, etc. for your child’s class.	Volunteers: 2-3 per class Time: varied, as needed
Teacher Appreciation Committee	Coordinate lunches for staff on professional development days and activities/meals during Teacher Appreciation Week; Committee will work with room parents from each grade level	Volunteers Needed: 3-4 Time: 5 hours
In-class Library Helpers	Assist with circulation desk and shelving books. Parents may volunteer during their own child's class time, or during another period that is convenient. No experience necessary!	Volunteers Needed: 2-5 Time: 45-60 minutes/week
General Library Helpers	Assist with a checking and shelving books, reorganizing and labeling shelves, preparing newly cataloged books for shelving and more. Also need Hebrew speakers to translate titles and authors of new and donated books.	Volunteers Needed: 2-5 Time: 45-60 minutes/week, Tuesdays – Fridays
Art Room Coordinator	Assist with distributing materials, set up and clean up, laminating, mounting, and displaying projects	Volunteers Needed: 5-6 Time: 45 minutes/twice a week
Bulletin Board Decorators	Assist teachers with classroom and hallway bulletin board ideas and implementation	Volunteers Needed: 4-5 Time: 2 hours/month
Field Trip Drivers	Drive students from your child’s class to and from field trips as scheduled by faculty members.	Volunteers Needed: Many! Time: varied
First Grade Transmittal Envelope Help	Assist with filing student work; empty contents of the student classroom files into transmittal envelope (includes checking that all work belongs to that particular student).	Volunteers Needed: 1 Time: 20 minutes, Friday afternoons
Third Grade Class Banking Assistant	Assist with class store/economy system following Kabbalat Shabbat; includes clean-up support following dismissal.	Volunteers Needed: 1 Time: 25 minutes; Fridays (2:45pm – 3:05pm)
Fourth Grade Senior Drivers	Drive senior visitors from their homes to AJA, and accompany to the Fourth Grade.	Volunteers Needed: 1-2 Time: 30 minutes; once a month (1:30pm – 2:00pm)

## School Event Opportunities

School Event	Volunteer Description	Volunteers Needed/Time
Kindergarten Open House	Help to publicize and recruit parents of potential students to attend. At event – welcome parents, help with school tours and answer questions.	Volunteers Needed: 2-3 Time: 8 hours
Middle School Open House	Help to design program, publicize and recruit parents and students to attend. At event – welcome parents, help with general program and answer questions.	Volunteers Needed: 2-3 Time: 8 hours
Book Fair (Nov. 16-20; Apr. 26-30)	Help set-up and clean-up AJA's book fair, assist customers, and even read books during the book fair evening event.	Volunteers Needed: 10-15 Time: 4 hours (varies depending on commitment)
Science Fair Set-Up <i>Science Fair: Jan. 27</i>	Assist in setting up project boards according to grade levels, balloons, other decorations and more.	Volunteers Needed: 2 Time: 2 hours; January 26/27
PSIA (Private School Interscholastic) ~ Coaching	Sign-up to support our students (grades 1-8) in preparing for PSIA competition. Coaching may take place before or after school or during lunch (January - March). No experience necessary; all materials are provided!	Volunteers Needed: 30 Time: 30-45 minutes/week
PSIA ~ Judging (Mar. 26)	Help judge academic contests throughout the day. No experience necessary!	Volunteers: 30 Time Needed: 2 hour minimum
Kabbalat Shabbat	Set-up challah and grape juice for Kabbalat Shabbat; set-up from 1:45pm – 2:15pm	Volunteers Needed: 2-3 Time: 30 minutes; Fridays
Lunch/Recess	Help supervise students during lunch and recess.	Volunteers Needed: 2-3 Time: 30-60 minutes; daily or weekly
Grandparents Day (Dec. 7)	Help to coordinate program for Grandparents Day	Volunteers Needed: 2-3 Time: 8 hours
SCRIP Committee	Promote, sell and/or distribute SCRIP cards – like H-E-B, Randalls, Starbucks, and other gift cards.	Volunteers Needed: 4 Time: 2 hours/week
In-School Jewish Holiday Programs	Help set-up/clean-up for our Jewish holiday programs (includes Purim festivities, Passover Seders and more).	Volunteers Needed: 4 Time: 2 hours/program

## Grade Level Ceremonies/Events

Event/Ceremony	Volunteer Description	Volunteers Needed/Time
Kindergarten Shema Pillow Night (Feb. 10)	Parent Coordinators – assist teachers as necessary; reception set-up	Volunteers Needed: 3 Time: 2 hours
First Grade Siddur Ceremony (May 13)	Parent Coordinators – assist teachers as necessary; reception set-up	Volunteers Needed: 3 Time: 2 hours
Second Grade Rosh Chodesh Program	Parent Coordinators – assist teachers as necessary; reception set-up	Volunteers Needed: 3 Time: 2 hours
Third Grade Chumash Ceremony	Parent Coordinators – assist teachers as necessary; reception set-up	Volunteers Needed: 3 Time: 2 hours
Fourth Grade Farbrengen Fest	Parent Coordinators – assist teachers as necessary; reception set-up	Volunteers Needed: 3 Time: 2 hours
Fifth Grade Tanach Ceremony	Parent Coordinators – assist teachers as necessary; reception set-up	Volunteers Needed: 3 Time: 2 hours
Eighth Grade Graduation (June 1)	Parent Coordinators – assist teachers as necessary; reception set-up	Volunteers Needed: 3 Time: 2 hours

## Drama/Theater Production (Spring 2010)

Volunteer Position	Description	Volunteers Needed/Time
Choreographers	Choreograph and teach dance routines to be performed as part of the show.	Volunteers Needed: 1-2 Time: 10 hours
Technical Theater Assistants	Work alongside our technical director and tech crew to provide assistance creating props, backdrops, or set pieces.	Volunteers Needed: 1-2 Time: 90 min/week during rehearsal period
Rehearsal Snack Committee	Provide a snack prior to every rehearsal for cast members to unwind and nourish themselves between school and rehearsal.	Volunteers Needed: 4 Time: every other week during rehearsal period
Concessions Providers and Sellers	On the evening of the show, provide and sell food for concession sales	Volunteers Needed: 3 Time: 2 hours during Showtime

## Athletics

For each team listed below, volunteers are needed to support players during practices and games; coordinate drivers to games as needed, etc.

Volunteer Position	Description	Volunteers Needed/Time
Parent Coordinator	Fifth/Sixth Grade Girls Volleyball (Fall)	Volunteers Needed: 1-2 Time: 10 hours/season
Parent Coordinator	Seventh/Eighth Grade Girls Volleyball (Fall)	Volunteers Needed: 1-2 Time: 10 hours/season
Parent Coordinator	Fifth – Eighth Grade Girls Basketball (Winter)	Volunteers Needed: 1-2 Time: 10 hours/season
Parent Coordinator	Fifth – Eighth Grade Boys Basketball (Winter)	Volunteers Needed: 1-2 Time: 10 hours/season
Parent Coordinator	Fifth – Eighth Grade Co-Ed Soccer (Spring)	Volunteers Needed: 1-2 Time: 10 hours/season

## AJA's Annual Gala Celebration (December 6, 2009)

<b>Volunteer Position</b>	<b>Description</b>	<b>Volunteers Needed/Time</b>
Invitation Stuffing and Mailing	Dedicate a morning to stuffing, licking and sticking!	Volunteers Needed: Many! Time: 1-3 hours
Table Captains	Host a table - invite your friends, family and members from the community to celebrate	Volunteers Needed: Many! Time: 8 hours
Silent Auction	Ask vendors to donate goods for our ever popular silent auction.	Volunteers Needed: Many! Time: 2-10 hours
Tribute Book	Help create hard-cover memory books to celebrate AJA's thirteenth year. Book will tell the story through a series of photos and tributes.	Volunteers Needed: 5 Time: 25 hours
Greeters and Check-in	Welcome and check-in guests as they arrive	Volunteers Needed: 5 Time: 2 hours
Decorations	The theme is Cirque du Soleil, the possibilities endless! If you enjoy decorating for a party on a budget, then we need you! Table decorations, lighting and entrance to the party and more!	Volunteers Needed: 5 Time: 25 hours
Set-up	Set up silent Auction items, tables, decorations and more.	Volunteers Needed: Many! Time: 1-5 hours
Wine Ring Toss	Work during the Gala Cocktail Hour and after dinner at the wine ring toss	Volunteers Needed: 5 Time: 5 hours
Clean-Up	Enjoy the story telling after Gala '09 while we clean up and tie up any loose ends.	Volunteers Needed: Many! Time: 2 hours
Video Production	Help script, direct and produce the video that will be shown at Gala '09.	Volunteers Needed: 5 Time: 15 hours

## AJA's BagelFest Open Golf Tournament (Spring 2010)

<b>Volunteer Position</b>	<b>Description</b>	<b>Volunteers Needed/Time</b>
Raffle Committee	Acquire unique donated items to be raffled off at the Event	Volunteers Needed: 4 Time: 10 hours
Sponsor Committee	Identify and solicit past and potential sponsors; including goodie bag items	Volunteers Needed: 10 Time: 10 hours
Advertising	Develop and coordinate marketing of event to past and potential golfers	Volunteers Needed: 4 Time: 10 hours
Goodie Bag Set-up	Help stuff golfer goodie bags	Volunteers Needed: 4 Time: 3 hours
Website Support	Set-up and monitor registration web-site	Volunteers Needed: 1-2 Time: 5 hours
Set-up	Set-up decorations, registration tables, trophies and raffles table, banners, etc.	Volunteers Needed: 3 Time: 3 hours
Greeters	Check-in/register and greet golfers on afternoon of event	Volunteers Needed: 2 Time: 2 hours
Raffle ticket and Mulligan sales	Promote and sell raffle tickets and Mulligan's during afternoon of event	Volunteers Needed: 2 Time: 2 hours
General committee member	Help develop strategic plan	Volunteers Needed: 5 Time: 30 hours

## Community Events

The events listed are Jewish Community Association of Austin events in which AJA participates each year.

<b>Community Event</b>	<b>Volunteer Description</b>	<b>Volunteers Needed/Time</b>
SukkahFest (Oct. 6)	Represent AJA by helping to create activity/craft for AJA's Sukkah	Volunteers Needed: 4-5 Time: 5 hours
Purim Carnival (Feb. 28)	Represent AJA by facilitating an activity at community-wide carnival	Volunteers Needed: 6-8 Time: 5 hours
Celebration of Jewish Education (Jan. 10)	Represent AJA on planning committee to celebrate Austin's Jewish educators	Volunteers Needed: 1-2 Time: 5 hours
DJCC Celebration of 10 years & Jewish Heritage Festival (Apr. 25)	Represent AJA on planning committee	Volunteers Needed: 1-2 Time: 5 hours

We're looking forward to a terrific year at AJA!

Thank you in advance for helping to make it happen!