

VOLUNTEER OPPORTUNITIES

P3 – 5th Grade

Name _____ Adult _____ Teen _____ Home Phone _____ Work or Cell Phone _____

Address _____ E-mail Address _____

Babysitting is available for Catechists, Aides, and Office Workers on Sunday mornings and Monday afternoons. In appreciation for Catechists & Shepherds volunteering weekly, a \$160 credit will be given toward your balance due. In appreciation of adult aides volunteering on a weekly basis, an \$80 credit towards tuition will be given.

Please Circle Your Preference:

3-Year-Old Preschool through 5th Grade

I would like to **TEACH / AIDE / AIDE for a SPECIAL NEEDS STUDENT / SUBSTITUTE**

Any Grade 3-year-old Preschool 4-year-old Preschool Kindergarten 1st Grade

2nd Grade 3rd Grade 4th Grade 5th Grade Sacramental Class for Grades 3-6

I would like to help with:

OFFICE/ATTENDANCE - during RE class time

CROSSING GUARD – before and after class

OFFICE HELP – occasionally (weekdays)

DOOR MONITOR – before, during, and after class

OFFICE HELP - August only

I prefer to volunteer at the following time:

8:30-10:00 AM Sunday

10:20-12:00 AM Sunday

4:30-6:00 PM Monday

___ I am a professional teacher ___ with a degree in special education

___ I have other training that may be helpful. Please explain _____

Other Important Jobs:

___ Sign language interpreter for hearing impaired students/parents

___ Available to assist Spanish-speaking parents (translation)

___ Babysit Catechists' and Aides' children during class time

___ Musical Accompanist for special events

___ Help plan special events

___ VBS volunteer

All Adult Volunteers must follow St. Michael Parish and the Diocese of Joliet guidelines for adults BEFORE working with children which include:

- Completing a *Volunteer Release* every 5 years giving permission for a background check
- Completing a *Volunteer Profile* every 5 years
- Signing the *Acknowledgement* form stating that you have received and agree to abide by the *Standards of Behavior* and the *Pastoral Policy*
- Signing the *DCFS Mandated Reporter* form every year
- Attending a *Protecting God's Children* workshop (only once)

“WHAT WOULD I HAVE TO DO?”

Babysitting is available for Catechists, Aides, and Office Workers on Sunday mornings and Monday afternoons.

CATECHIST: This great opportunity to share your faith with the young people of this parish requires planning and teaching weekly classes. Books and resources are provided. Other assistance is available from the RE office and grade level coordinators. No previous teaching experience is necessary. Grades range from 3-year-old preschool through 5th grade. Planning time needed: ½ to 1 hour, depending on grade level and projects. Teaching time: 1½ hours.

Team-teaching is an option, so bring a friend!

SUBSTITUTE CATECHIST: If you don't have time to teach every week, this is a great way to support others. Substitutes may be called in case of Catechist's absence. Lesson plans will be provided.

CLASSROOM AIDE: Teens and adults have fun helping out in the classroom on a weekly basis. Aides are needed at preschool and elementary levels, especially the younger grades, to assist with crafts, reading stories, correcting homework, etc. The specific responsibilities are flexible, to be arranged between the aide and the catechist. The time commitment in 1 ¾ hours each class.

CATECHIST FOR A SACRAMENTAL CLASS: You will assist in preparation for First Reconciliation, First Eucharist, and/or Baptism for children in grades 3 through 6 that need “catch-up” with the reception of the Sacraments (special emphasis on the Sacraments and the Mass).

OFFICE ASSISTANCE / RECORD ATTENDANCE: We need both teens and adults with a firm commitment to work in the RE or school offices during class time. You will collect and record attendance and call the homes of those students who have unreported absences. We may also ask you to help with various office tasks and projects throughout the year. The time needed for this job is 1 ½ hours. You may choose to work every week, or every other week.

CROSSING GUARD: You will cross children between the School and the Faith Center at the Wheaton Ave/Willow Ave corner. Time commitment is approx. 20-30 min either before or after class.

DOOR MONITOR: You will provide supervision for children who are dropped off by their parents at Door #1 (accessible through the School's parking lot). Time commitment is approx. 10 min before class through 10 mins after class.

The safety of our children comes first.

To ensure a safe and orderly procedure for drop off and pick up, we need your help.

Please help us keep our children safe.

SPECIAL NEEDS AND TALENTS: Adults are needed to assist special needs students during class times and for special events. Perhaps you could be an aide, a sign language interpreter, or a Spanish language translator. Are you an artist or a musician? Please share your talents!

**DO YOU HAVE OTHER SKILLS or want to know about OTHER OPPORTUNITIES
Call the Religious Education Office at 630-682-3650.**