

**NDE VOLUNTEER JOB DESCRIPTIONS  
OPEN POSITIONS as of August 27, 2011**

**THESE SCHOOL-WIDE POSITIONS AUTOMATICALLY FULFILL YOUR 40 HR COMMITMENT**

**For questions regarding the positions below, please contact Debbie Conliffe, VP of Volunteers.**

**Spirituality Coordinator (need one more to work with Mary Cravahlo)**

Job Description:

1. Building community and discipleship. This can be done in a number of ways, but this year, we offered a bi-monthly prayer group, encouraged parents to gather for weekly walks around campus, and responded to families in need of prayers or support. The response to families who need support can vary from praying for the family during prayer group meeting and sending cards, to coordinating meals/flowers or other support through the room parents. The room parents also play an important role in responding to parents in their classes, since they often know the families more personally, and are often the first to hear of situations that come up.
2. Leads the PTO monthly meetings with a prayer.
3. Coordinate with the school's Spiritual Director to offer additional support as needed.

Time Required:

- Attend Executive Board meetings and Parent Teacher Organization monthly meetings.
- 4-5 hours/month, 40+ total.

**Girls Basketball Commissioner**

- 1) Attend PPSL (Peninsula Parish Sports League) meetings during the school year regarding rules, grievances.
- 2) Send parents the sport sign up forms for various seasons and collect money.
- 3) Conduct try outs.
- 4) Prepare rosters, divide teams, work with other schools to combined teams, and confirm student eligibility with principal.
- 5) Verify coaches have complied with PPSL rules.
- 6) Schedule practice times and games with the NDHS and coaches.
- 7) Attend all home games and assist with scorekeeping.
- 8) Report scores for all games to PPSL within 24 hours of the games.
- 9) Mark boundaries for sports before games, if necessary.

Time Required:

- Busiest Time: sport season