

Cottage Hill Christian Academy

2011 Volunteer Opportunities

A background check is required for all volunteers - www.cogentid.com/AL

Interest/ Spiritual Gift		Volunteer Opportunity	Description	Positions Available	Campus WC-West CC-Church	Day/Time	Frequency	Contact Person
Organize/Plan/ Details	1	Copy Volunteer	Copy student work for teachers using copier or Rizo.	30	CC, WC	1 hour - Flexible	Weekly	Teacher
	2	Elementary, Middle and High School Classroom Volunteer	Gather and prepare materials, assist teachers.	12	CC, WC	1 hour	Weekly	Teacher
	3	Preschool Classroom Volunteer	Gather and prepare materials, assist teachers.	8	CC	12-1 pm	Weekly	Teacher
	4	Laminating Volunteer	Laminate instructional materials.	4	CC, WC	Flexible	Weekly	Principal
	5	Grant Writing Volunteer	Assist writing proposals.	4	CC, WC	Flexible	Monthly	Director of Instruction
	6	Design Use of Space	Develop designs to optimize space utilization.	1	CC, WC	Flexible	Flexible	Head of School
	7	Music Volunteer	Gather and prepare materials, assist teachers.	3	CC, WC	Flexible	Flexible	Music Teacher
	8	Science Olympiad/ Scholars Bowl Volunteer	Assist sponsors	4	CC	Flexible	Weekly	Teacher
	9	PE Volunteer	Gather instructional materials in preparation for classes.	4	CC, WC	Flexible	Flexible	PE Teacher
Prayer/Spiritual Guidance	10	Prayer Warrior	Meet with others to pray for students, teachers, administrators, and the ministry of the school.	2	CC, WC	Flexible	Weekly	Principal
	11	Encourager	Provide words of encouragement for teachers by sending notes and providing treats.	18	CC, WC	Flexible	Monthly	Principal
	12	Bible Study Leader	Provide Bible study for parents and teachers.	1	CC, WC	After School	Weekly	Director of Instruction
Technical	13	Technical Volunteer	Set up computers, assist Technology Director as needed.	2	CC, WC	Flexible	Weekly	Director of Technology
	14	Volunteer Photographer for School Events	Take pictures at school events for use in publications.	2	CC, WC	Flexible	Flexible	Director of Technology
	15	Sports Photographer	Take pictures at sports events.	4	CC, WC	Flexible	Flexible	Director of Technology
Facility/ Operations	16	Maintenance Volunteer	Work to assist facilities personnel to repair equipment and maintain facility.	10	CC, WC	Flexible	Monthly	Principal
	17	Grounds Volunteer	Work to help maintain garden beds.	10	CC, WC	Flexible	Monthly	Principal
	18	Field Maintenance Volunteer	Mow sports fields.	2	CC, WC	Flexible	Monthly	Principal
	19	Playground Upkeep Volunteer	Repair playground equipment and rake ground cover-preschool and front playground.	2	CC	Flexible	Monthly	Principal
	20	Painter	Paint classrooms, hall, bathrooms or exterior areas.	10	CC, WC	7-11 am	During school breaks	Principal
	21	Painter	Work on small painting projects. Example: Step stools, frames, trim, doors.	10	CC, WC	Flexible	Monthly	Principal

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Care/ Compassion	22	Health Room Volunteer	Take temperatures and provide first aid to students.	5	CC, WC	half day or full day	Weekly	Principal
Create/Make	23	Laminating Volunteer	Laminate instructional materials for teachers.	4	CC, WC	1 hour	Weekly	Principal
	24	Make and Take Volunteer	Cut designs for teachers using die cut machine.	4	CC, WC	1 hour	Weekly	Principal
	25	Bulletin Board Volunteer	Develop bulletin boards using teachers' designs.	10	CC, WC	1 hour	Weekly	Teacher
Build/Construct	26	Set Construction Volunteer	Assist music teacher to construct sets and prepare for student performances.	12	CC, WC	Flexible	Flexible	Music Teacher
	27	Construction Volunteer	Assist with small equipment construction projects. Example: picnic tables, step stools, railings.	4	CC, WC	Flexible	Flexible	Principal
	28	Construction Volunteer	Assist with large facilities construction projects as funds become available. Example: sports buildings, classroom modifications.	20	CC, WC	Flexible	Flexible	Head of School
	29	Volunteer Painter	Paint hallways, bathrooms and classrooms.	10	CC, WC	Flexible	Summer	Head of School
	30	Volunteer Painter	Paint small items, doors, and trim.	10	CC, WC	Flexible	Flexible	Principal
Hospitality/ Service	31	School Office Volunteer	Greet and assist parents and students in the office.	5	CC, WC	8-11 am	Weekly	Receptionist
	32	Hospitality Host/Hostess	Provide planning and coordination for events.	4	CC, WC	Flexible	4 hrs per month	Principal
Guide/Teach	33	Read to Children	Read to elementary and preschool students.	20	CC	Flexible	Weekly	Homeroom Teacher
	34	Tutor	Tutor elementary middle school, high school students.	20	CC, WC	Flexible	Weekly	Subject Teacher
	35	Preschool Aide	Work with teacher to provide guidance and assistance .	8	CC	8 – 10am 12-1pm	Weekly	Homeroom Teacher
	36	Elementary Aide	Work with teacher to provide guidance and assistance.	12	CC	8 – 10 am	Weekly	Homeroom Teacher
	37	Middle School Aide	Work with teacher to provide guidance and assistance.	8	CC	Flexible	Weekly	Teacher
	38	In-service Presenter	Willing to share knowledge regarding specific career or area of educational interest with teachers. CPR class, Online Safety, etc.		CC, WC	Pre- scheduled in-service	Once	Director of Instruction
	39	Class Resource Speaker	Willing to share knowledge regarding specific career or area of educational interest with students or will to provide hands-on experiences for students related to areas of study.		CC, WC	Flexible Scheduling	Once	Director of Instruction

Contact emails for teachers and staff include last name and first initial @chbss.org, example: smithb@chbss.org.

Additional volunteer opportunities listed on the CHCA website – www.chcademy.org

*K2 – 8th Grades - Church Campus
4255 Cottage Hill Road
Mobile, Alabama 36609
251-660-2427*

*High School - West Campus
7355 Creekwood Drive
Mobile, Alabama 36695
(251)634-2513*