



SBDS Volunteer Job Descriptions & Credit

Dear SBDS Families,

Welcome to the 2016-2017 school year! SBDS relies on parent volunteers to make each Saturday terrific. These volunteer roles provide critical support that the school needs each Saturday to be successful. And the volunteer opportunities also provide you with a way of connecting with the community of SBDS too. We strive to create a vibrant German community at the school each Saturday and would very much appreciate your support and involvement to make that happen.

Specifically, SBDS requires each family to support the school's activities with a volunteer commitment of 6 hours per school year (3 hours per semester). There are many different ways to meet this volunteer commitment, many of which are outlined below.

You can sign up for any volunteer job by clicking the link to the "SignUpGenius" page from the SBDS website at any time. We also have chromebooks out most Saturdays to enable you to sign up, on the spot, for an upcoming Saturday or for an SBDS event. If you have questions or are not able to fulfill one of the volunteer commitments that you've signed up for, please contact volunteers@sbds.org.

When you arrive on Saturday (or on an event day) to fulfill your volunteer commitment, please be sure to check in with the Hospitality Manager at the cake table area. SBDS monitors the volunteer hours and food donations to ensure that every family is doing their fair share, but we hope that you'll enjoy the volunteering as much as we do each week and use it as an opportunity to better get to know people in the "SBDS family."

Thank you in advance for helping us make SBDS the best place in the Bay Area to learn German!

Sincerely,

Your SBDS Volunteer Team (Cherri, Ursula, Annett and Christine)

Volunteer Job	Arrival time	Description	Time Credit
Yard Duty	10:10am	Supervise the children during recess. Ensure no one gets hurt or gets picked on. And that all the children stay in the areas where adults are there to supervise and don't wander off.	30 minutes
Food donations	9:05am	Bring a cake that serves 10-12 (homemade is much appreciated but not required), sliced German bread, or a dozen bagels to be served at the Cake Tables during recess	30 minutes
Set up	9:05am	Set up 9 tables for the concessions area (Kuchentisch) and for the library. Retrieve the cake table bins from the SBDS office and set out all the packaged snacks and drinks for purchase. Slice the donated cakes and prepare them to be served. Prepare the bagels and breads to be served as well.	1 hour
Serve during Recess & Clean-up	10:05am	Sell the cakes, breads, bagels, and packaged snacks/drinks during the recess. Slice and prepare more cakes to serve as needed. After recess is over, clean up all the food and cake table supplies. Carry the cake table bins back to their storage racks in the SBDS office. Fold up and return the tables to their storage closet.	1 hour
Dish Cleaner	11:30am	In an effort to be more environmentally friendly, SBDS uses re-usable plates. These need to be taken home by someone and run through their dishwasher. Then brought back the following Saturday by 9:05am.	30 minutes