



# SBDS Volunteer Job Descriptions & Credit

2024-8-27

Dear SBDS Families,

Welcome to the new school year! SBDS relies on adult 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 appreciate your support and involvement.

Specifically, SBDS requires each family to volunteer for the equivalent of 3 hours per semester. There are many different ways to meet this volunteer commitment including providing food for the cake table on Saturdays, assisting the teacher in a classroom, or helping at one of the SBDS events during the year (St. Martin's, Christmas, Maifest).

You can sign up for any volunteer job by clicking the link to the "SignUpGenius" page from the SBDS website. 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](mailto:volunteers@sbds.org) or the teacher if you're volunteering to assist in the classroom.

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

SBDS Board and Staff

Saturday Jobs	Description
<b>Yard Duty</b>	Supervise the children during recess. Ensure no one gets hurt. (10:15-10:50am, 45 min. credit)
<b>Food donations</b>	Bring a homemade cake or a dozen donuts for the cake table (Drop off at 9am, 30-60 min. credit)
<b>Set up</b>	Set up the library and cake table. Prepare food to be sold /served (9am-10am, 60 min. credit)
<b>Set up &amp; Serve</b>	Set up the library and cake table. Prepare food to be sold /served. Sell the food and drinks during recess. Clean up library and tables. (09-11:30am, 150 min. credit)
<b>Dish cleaner</b>	Wash re-usable plates and coffee mugs, bring them back the following Saturday. (60 min. credit)

Event Jobs	Description
<b>Event Mgmt</b>	Coordinate an SBDS events, working together with a team of volunteers and SBDS Staff / Board members.
<b>Event food</b>	Bring desserts and/or appetizers to the SBDS events like St. Martin's or the Christmas party (Weihnachtsfest)
<b>Set up</b>	Set up the tables and prepare food and drinks to be served at the event
<b>Serve</b>	Serve and/or manage the queue. Refill plates of food or pitchers of non-alcoholic drinks as needed during event
<b>Clean up</b>	Clean up the event area and return all supplies to the proper storage containers

Board assist roles	Description
<ul style="list-style-type: none"> <li>a) Website content team</li> <li>b) Social media marketing</li> <li>c) Event sponsorships</li> <li>d) Fundraising</li> </ul>	For the 2024-25 school year, we need adult volunteers to assist Board members with projects and on-going work to improve the school's operations, recruit new students and various types of fundraising, such as seeking event sponsorships from local companies.