

# Second Jobs and Descriptions

At Explorers, you will need to teach a class as well as be committed to another job. It takes a lot of work to keep Explorers running smoothly and we need each member to commit to helping. Listed below are the job descriptions for these coop job responsibilities. Jobs assigned will be for one semester only unless otherwise stated. Each semester, we will attempt to rotate jobs, however this may not always be possible. We ask for your preferences and definitely take them into consideration. Please read the following descriptions for an idea of what each job entails.

## **Set Up Crew:**

Arrive at 8:30 am each Tuesday to set up tables and chairs, hang room signs, pull out Explorers materials from the closet to put in Hospitality room, etc. Set up supervisor will be in charge of handing out jobs prior to the first day of Explorers so you know exactly what your responsibilities are before you arrive. You must be punctual. This job is quick and easy. Takes about 20 minutes to do and runs for 12 weeks.

## **Snack Counter Coordinator:**

Buy and transport snack counter supplies each week for Explorers. You will need to buy any needed snacks to stock the snack counter as well as set up the snack counter and tear down the snack counter at the end of the day. You will then take the product home with you and store it each week. You must arrive before 1st to bring in the snacks so you can set them up as well as be available after 6th hour to pack up the product to take home.

## **Pizza:**

Take pizza orders via email and phone each week, determine amount of pizza that needs to be ordered, place order Monday night, be available to meet the delivery man upstairs to organize pizza and pay for it. Buy supplies as needed (plates and napkins). Place reminders in the ENN weekly. Must be available 3rd hour.

## **Lunch Room Set Up:**

Must be available 2nd hour or 3rd hour (depending on class schedule in gym) to set up tables in the gym for pizza. Must be able to physically lift and move tables. The tables are set-up around the outskirts of the gym and immediately after 3rd hour, you need to get back into the gym and pull out the tables so members can grab chairs and sit down for lunch. This job is very important because we don't want any of our younger students trying to pull out tables by themselves. This is a quick and easy job but you need to be able to move tables and you must be available at 11:50 to get upstairs to move the tables to center of the room.

## **Cleaning:**

Daily cleaning for 6 weeks. Must be able to vacuum and use cleaning supplies provided. Will work closely with AM Clean Up Supervisor.

## **Extravaganza Assistant:**

Must be able to take direction from director. Willing to help out where ever needed. Some lifting may be required for set up. Must be available for each rehearsal and for the Extravaganza evening to help set-up and clean-up.

## **Lunch Monitors:**

Daily monitor the teens side of the gym for lunch. Eat on the teens side and take care of any issues that

may arise. Must also monitor lobby and closet area to make sure all teens are eating in the gym. If kids are outside eating, one lunch time monitor must remain outside monitoring the kids outside. At 12:30 get out cleaning supplies and supervise the teens assigned to cleaning. One of you will supervise the cleaning in Gym A and the other in Gym B. Gym A will be sweeping, picking up any trash and putting away all of the chairs. Gym B will be wiping off tables and putting tables and chairs away. Both will be taking trash and putting into dumpster and replacing trash liner. You can then dismiss the kids when they are done cleaning. Teens must be done by 12:40 so they can make it to their 4th hour class at 12:45.

### **MS/HS Assistant:**

Work closely with the Middle School or High School Team leader. May take attendance, create attendance sheets, help during sign-up or whatever the Team Leaders may need you to do. Must be available for meetings during the spring months and late fall, and during sign-up. Must be computer literate (including Excel basics) and willing to check email frequently during the planning season. Also must be in attendance at Explorers for all six hours.

### **Teach 2 or More Classes:**

Teaching two or more classes at Explorers fulfills all of your coop responsibilities. If you are interested in teaching two or more classes, please let us know. Assisting or teaching a professional class does not fulfill this responsibility; you must be the lead teacher in each class.

### **Snack Counter:**

3rd hour - The person running the snack counter 3rd hour will monitor and sell items from the snack counter during third hour. You will need to stock the items and near the end of 3rd hour you will put all items on the metal cart and take upstairs to the gym to sell at lunch.

Lunch - You will sell items from the snack cart during lunch possibly with the assistance of a yearbook student. You might also help with pizza sales during lunch time. At the end of the lunch hour, you need to take the cart back to the downstairs kitchen, unload the cart and stock the supplies.

### **Picture Day:**

Schedule and work with Photography Studio to set up date and time of Picture Day at Explorers. Get all order forms and distribute to each family. Answer any questions that families may have. Make sure that info on Picture Day goes out in the ENN and Yahoo Group. Schedule class timing for Picture Day and make sure that each teacher, student, board member & professional teacher get their pictures taken. Be available on Picture Day to keep the flow going and assist where needed. Set-up and manage Re-Take Day 2nd semester.

### **PM Teen Cleaning Supervisors**

You will be given a number of students to oversee during their cleaning assignment before the end of the day. You will be working with the same students throughout the semester and will follow-up with them during the week if needed. They must have you check them out before they leave each Tuesday. You will need to do any of the cleaning jobs that the kids miss each week and then follow-up with them to make sure they don't miss it again. If someone is absent, you will see that the jobs get done.

### **Hall Monitor**

During your assigned hour of monitoring, you will need to make a few periodic loops around the building to make sure that kids are not roaming the halls. If you see any child/teen out of class, you need to make sure they get back to class. Also if you see anyone running, please address this with them. The church has asked us to have monitors so they must see the need for it. Upstairs in the lobby is the most problematic area so you can also hang out at one of the tables upstairs if you so desire.