



Parent Involvement Opportunities

contact: parentinvolvement@rivendellschool.net

One of the hallmarks of a Rivendell education is that it is a shared experience: parents and students learning, working, and growing together. Our Parent Involvement requirement is substantial, but one that communicates to our students the value our parents place on education at Rivendell.

This list is intended to provide an overview of the volunteer jobs at Rivendell School, as well as to provide information on whom to contact to get involved. While extensive, it is by no means all-inclusive. Many of the volunteer positions are sibling-friendly, meaning that younger-than-school-aged siblings can be present while the parent is volunteering in that capacity. Volunteer positions where siblings may not be present are indicated No Siblings (no sibs). If the job can be performed in the school after school hours or during the day outside of school, it will be indicated as Outside-of-School (OS).

CORE HOURS

Contact Point: Sign-Up Genius, linked on our Parents page

Core Hours are volunteer hours that are essential for the school to function without hiring additional staff. They support our teachers and administrative staff tremendously. These are the first priorities to address when looking for volunteer opportunities. All parents are urged to sign up for at least **one hour per week** of core duty activities. Descriptions of the responsibilities of each of the core duty volunteer jobs can be found on the Rivendell School website.

- Morning opening of car doors (no sibs)
- Morning supervision of students
- Lunch and recess supervision
- Working in the office (no sibs)

MUSIC OR ART TEACHING

Contact Point: Mrs. Cromartie

- Teaching or assisting another parent-teacher with art or music (no sibs)

Please note that younger siblings should not accompany the parent when serving in this role.

TEACHER SUPPORT OR IN-CLASS HELP

Contact Point: Academics & Student Life Committee Chair, Janelle Butterworth, or individual teacher

Teacher Assistance

- Assisting a teacher with math, science, guided reading, or other activities (no sibs)
- Teacher Lunches (once per month in appreciation of our teachers) (OS)
- Classroom Supplies & Resources (OS)
- Classroom Organization (OS)
- Grading Papers (OS)
- Classroom Library Resources (OS)
- Research/Unit Book Collection (OS)
- Room Parents (OS)
- Notebook Preparation (OS)
- Substitute Teacher (no sibs)
- Calculadder Coordinator/Grader (OS)
- Field Trip coordinator (OS)
- Field Trip driver or chaperone (no sibs)
- 4th Form community service project (no sibs)
- Geography Bee assistance (no sibs)
- ERB proctor (no sibs)

Drama Productions (some OS)

- Assist teachers with music, sets, costuming, coaching, etc.

While siblings may usually be with parents volunteering to help with play preparations, please contact the specific teacher to confirm. Also, please use discretion with respect to bringing siblings along during dress rehearsals.

Class Trips

- Assist with organization and planning of class trips (OS)
- Chaperoning (no sibs)
 - 4th Form Boston trip (counts for 30 hrs) and bike trip (24 hrs)
 - 6th Grade New York City trip (16 hrs)
 - 3rd Form camping trip (8 hrs)

Events

- Assist with planning, coordination, or clean-up (OS)
 - Fall Festival
 - Shakespeare Festival
 - 4th Form - 6th grade Swing Dance (no sibs)
 - Pool party (no sibs)

Note that younger siblings should not accompany the parent while chaperoning trips or certain events.

SCHOOL COMMUNITY

Contact Point: Community Relations Committee Chair, Laura Nammo

School Support

- Yearbook (OS)
- Photo coordinator (OS)
- Intercessors (OS)
- Bulletin boards (OS)
- Rivendell Review (OS)
- PTA Fundraising
 - Box Tops/Amazon Smile/Grocery & Lands' End rebates (OS)
 - Pizza Lunch/Chik-fil-A Lunch
- Website (OS)

Events - Attendance at:

- Vision Nights or Town Hall Meetings (held in October and February) (no sibs)
- Community Social in January (no sibs)

Please note that attendance at our School Blessing, Back to School Night, Fall Festival, Lessons and Carols, and Graduation, though strongly encouraged, are not counted as parent volunteer hours.

Childcare

- Caring for a child to enable the parent to serve as an art, music, or substitute teacher
- Caring for younger sibling children at school for Admissions Events: Open House, Observation Day, or Kindergarten Orientation
- Field Trips

Please note that the goal of parent involvement is to have parents involved in the life of the school. Because of that, please keep childcare hours to a minimum. If you have any questions about specific circumstances, please contact our Parent Involvement Coordinators.

BUILDINGS & GROUNDS

Contact Point: Ellen Tyson

- Organizing Lost and Found and Uniform Closet (OS)
- Cleaning the kitchen, Hobbit Hollow, lockers and other common areas (OS)
- Changing light bulbs (OS)
- Cleaning the grounds (OS)
- Building maintenance and improvement: carpentry, electrical, HVAC, painting, etc. (OS)