



# Parent Involvement Opportunities

contact: [parentinvolvement@rivendellschool.net](mailto: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 many 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).

Annual hours requirement: 108 hours per family (12 hours/month average)  
90 hours, Kindergarten-only families (10 hrs/month avg)  
54 hours, single-parent families (45 if Kinder-only)

## 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, [jcromartie@rivendellschool.net](mailto:jcromartie@rivendellschool.net)

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

*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, or individual teacher

### Teacher Assistance

- Assisting a teacher with math, science, guided reading, or other activities (no sibs)
- 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)
- 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, 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)
  - Third Form camping trip (12 hrs)
  - Sixth Grade New York City trip (16 hrs)
  - Fourth Form Boston trip (counts for 30 hrs) and bike trip (24 hrs)

### Events/Publications

- Assist with planning, coordination, or clean-up (OS)
  - Fall Festival
  - Shakespeare Festival
  - Fourth Form - Sixth Grade Swing Dance (no sibs)
  - Pool party (no sibs)
- Yearbook layout or photo coordinator (OS)

*Younger siblings should not accompany the parent while chaperoning trips or certain events.*

## SCHOOL COMMUNITY

Contact Point: Community Relations Committee Chair

### School Support

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

### Events

- Hospitality/Events Set-up Team
- Attendance at:
  - Vision Nights or Town Hall Meetings (no sibs)
  - Community Social (no sibs)

*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 Orientation or other Admissions Events
- Field Trips

*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, [parentinvolvement@rivendellschool.net](mailto:parentinvolvement@rivendellschool.net).*

## BUILDING & GROUNDS

Contact Point: Ellen Tyson, [office@rivendellschool.net](mailto:office@rivendellschool.net)

- Organizing Lost and Found and Uniform Closet (OS)
- Cleaning the kitchen, Hobbit Hollow, lockers and other common areas (OS)
- Cleaning the grounds (OS)
- Building maintenance projects (OS)