

AHG TROOP KY2521 ADULT VOLUNTEER OPPORTUNITIES FOR 2019-2020 YEAR

We welcome moms, dads, grandparents, aunts, uncles, neighbors, etc. so if you know someone who loves your daughter and would love to serve our troop, we would love to talk to them!

August – December 2019 Opportunities:

POSITION	JOB DESCRIPTION	ESTIMATED TIME COMMITMENT	WHEN OCCURS	NOTES
Hostesses - Joining Award Ceremony Reception (need 2-3 people)	Coordinate reception to include sign up genius for food, set up, clean up	Time to create sign-up genius 2 weeks before Coordinate volunteers 1 hour set up 1 hour clean up	Friday, October 11, 2019 in Cooke Hall at SM.	Work with Coordinator/Vice Coordinator to plan reception
National Day of Service Coordinators (need 2-3 people)	Plan/organize 2-3 service opportunities in celebration of AHG National Day of Service	Time to plan events in late August/coordinate 1-2 hours at an event	Saturday, September 14, 2019 at The Forum and Cooke Hall at SM	Guidance from Coordinator or Vice Coordinator.
Fall Fundraiser Assistants (need a SM parent and a CH parent)	Attend meeting where fundraiser forms are collected. Count money based on order form to check for accuracy. Put information into provided spreadsheet.	1 ½ hours at meeting 1 ½ hours to complete spreadsheet 30 minutes to sort boxes when delivered to campuses	Friday, October 25, 2019 Early December	Guidance from Treasurer
Operation Christmas Child Service Coordinator	Organize sign-up genius. Setup assembly line to pack boxes. Supervise packing of boxes. Coordinate delivery of boxes to drop-off site.	Time to create sign-up genius a month before 30 minutes before meeting to set up 1 ½ hours during meeting Delivery of boxes	Friday, November 8, 2019	Guidance from Coordinator or Vice Coordinator

January – May 2020 Opportunities:

POSITION	JOB DESCRIPTION	ESTIMATED TIME COMMITMENT	WHEN OCCURS	NOTES
Winter Service Coordinator	Plan/organize one service project for troop to participate in.	Time to create sign-up genius 30 minutes before meeting to set up 1 ½ hours during meeting	Typically held in February	Guidance from Coordinator or Vice Coordinator
Spring Fundraiser Assistant	Attend meeting where fundraiser forms are collected. Count money based on order form to check for accuracy. Tally flower orders. Coordinate volunteers to sort each girl's order for pick up during meeting.	1 ½ hours during meeting to collect, count, and tally orders 2 hours before meeting to sort orders (depending on number of people helping)	Collect forms Friday, March 29, 2020 Flower pick up Friday, April 24, 2020	Guidance from Treasurer
Hostesses - Court of Awards Ceremony reception (need 2-3 people)	Coordinate reception to include sign up genius for food, set up, clean up	Time to create sign-up genius a couple weeks before 1 hour set up 1 hour clean up	Friday, May 8, 2020	Work with Coordinator and Vice Coordinator to plan ceremony

All Year Opportunities:

Leader Childcare (need 2 people each meeting)	Watch leaders' children during troop meetings	2:30 pm – 4:40 pm	Every troop meeting	Upper School students help with children, too
Squad Leader and Assistant Leader (each squad needs 1 of each; some squads need additional leaders for next year)	Lead squad of girls in badgework, service, leadership and spiritual development	Planning time in summer Prep time for meetings Attend meetings	Every troop meeting	Guidance from Coordinator and Vice Coordinator. AHG training and background check required.