

Program Operations Team Member

Assists with the various daily operations of the evening program at our City Heights Headquarters or at our Solana Beach site. This includes the set-up of meeting spaces, speech tournament logistics, support with student registration for events, distributing room supplies, occasionally hosting fun activities (e.g. pre-program at 5 pm), assisting with end-of-night dismissal.

Expectations

1. Commit to 3-4hrs/wk for 6 months to one year
2. Maintain positive environment with students, staff, and other volunteers.
1. Help program staff and tutors with logistical support on program night.
 - a. Set up check in table: organize name badges, set out roster/attendance sheets for the day
 - b. Help check in students
 - c. Run supplies to rooms--paper, laptops, etc.--on program nights
 - d. Set up for end-of-night dismissal
 - i. Check rooms for cleanliness
 - ii. Collect laptops and return to laptop cart
 - iii. Return phones to students
 - iv. Set up black curtains at the back of the couch room
 - e. Partake in staff debrief as needed
2. On an as needed basis
 - a. Help serve and clean up dinner and store extra food items
 - b. Update room boards with monthly topics, birthdays, student spotlights/shout outs
 - c. Distribute surveys to assess the efficacy of program
 - d. Help staff with collecting or distributing information or tasks to students (ie., thank you cards for org events, waivers for service trips, etc.)
 - e. Provide extra tutor support as needed

Food for Thought Volunteer

Prepares and helps serve meals for nightly program, or hosts a food drive to support our students and families' needs. Volunteers are highly encouraged to bring pre-packed food or have a food handlers license to ensure overall health and safety.

Evening meal times are 6-7pm, with set-up from 5:30-6pm and clean-up from 7-7:30pm.

Expectations

1. Help serve meals to students and volunteers
 - a. Maintains positive relationships with students while serving
 - b. Informs staff of needs and helps troubleshoot problems as they arise
2. Meal and Space Set-Up
 - a. Help provide food for dinner as desired
 - b. Help set up dinner
 - c. Help serve dinner, proportion out food for students
3. Meal and Space Clean-Up
 - a. Clean dishes, put away food at the end of dinner, wipe down tables with sanitary wipes
 - b. Refill water jug at end of dinner to have available during study time
 - c. Keep track of food items and input into spreadsheet as needed

Community Service Leader

Guides and inspires students to get involved in their community by helping to chaperone and participate with students at various community service events (e.g. beach clean-up) and/or ad hoc opportunities (e.g. sports events, theatre, conferences, etc.). Must have reliable transportation.

Expectations

1. Be on time, or in timely communication with program staff
2. Drive students to and from event safely
 - a. Must have clean MVR, Safe Driver Contract, and copy of insurance on file
3. Chaperone students in their work on site
4. Inform program staff about issues with students or service site as needed
5. Create and maintain positive group culture during service
 - a. Be a positive role model for students while on site by paying attention to speakers, following directions, and staying off phone
 - b. Engage with students and staff
 - i. Get to know students and relate to their lives through positive, fun conversation
 - ii. Re-direct unproductive/negative conversations with students, other volunteers, and staff as needed

Special Events Volunteer

Join the staff operations team to put on our annual events (e.g. Bocce Fest, Malin Burnham Awards, Scholarship Celebration, or Level Up Conference).

Expectations

1. Attend event-specific orientation before the event
2. Arrive on time, or be in timely communication with staff
3. Help with logistics for events including but not limited to:
 - a. Set-up and check-in
 - b. Crowd control and providing direction to guests
 - c. Clean-up
 - d. Other event-specific logistics and needs
4. Create and maintain a positive, welcoming environment with all guests and students
5. Help problem solve issues as they arise with key staff
6. Inform key staff of observations and ways to improve event for the following year