



SSA Volunteer Opportunities 2026-27

Questions? Contact the Office - office@ststephensacademy.com

Volunteer opportunities are organized into three categories:

- **Highest Priority:** these opportunities are essential to the operation of the school
- **Also Helpful:** these opportunities are very helpful
- **Other Opportunities:** not essential, but can be helpful if someone has additional time

(Items in gray currently filled)

[Sign up to volunteer HERE](#)

HIGHEST PRIORITY

Recess Supervision

At Lower and Upper School:

- Supervise recess/break time to allow teachers prep time - one or multiple days/week. Can coordinate with other volunteer opportunities at school surrounding LS recess time to put in more volunteer hours.

Lower School

- Morning recess
- Lunch recess
- Afternoon recess

Upper School

- Morning break: Monday-Friday, 10:10-10:30
- Lunch break: Monday-Friday, 12:30-1:05

Classroom Help

At Lower School:

- Classroom readers (Kindergarten Enrichment and 1st - 4th grade)
- On-call volunteer for special in-class projects or events, or assist with teacher needs

Connector Parents

At home/events:

- Before school year begins, connect and answer questions of new families
- Invite new families to park dates and meet-ups

Facility Care

At Lower School:



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- Assist with various facility maintenance tasks within your skill set throughout the school year; projects may include: carpentry, handyman jobs, plumbing, cleaning air purifier filters, general cleaning, etc. - times vary.
- Assist with various yard maintenance, including: weeding, treating weeds, trimming, mowing, gutter cleaning (January and March), cleaning out the wells, leaf/parking lot blowing, pressure washing, bark chip cleanup, etc. - monthly as needed, approximately 2-3 hours

Kindergarten Lunch Helper

At Lower School:

- Assist with Kindergarten students staying for Afternoon Enrichment: transition rooms, supervise lunch, read aloud

Kindergarten Reading Groups

At Lower School:

- Supervise reading group, assisting young students - choose one or multiple days/week

Pianist

At Lower School:

- Play the piano for chapels and assemblies - Mondays, Wednesdays, and Fridays throughout the year

Substitute Teacher

At Lower and Upper School:

- Substitute teachers for classes at SSA; must complete application, background check, and interview with Principal

ALSO HELPFUL

Art Class Helper

At Lower School:

- Help art teacher during art class (also assist with setup and cleanup)

All year

- 1 volunteer needed weekly, backup volunteers to cover when regular volunteer is unavailable:
Kindergarten - 4th grade

January - February

- Additional help with Kindergarten teddy bear sewing project

May

- Assist with 5th grade basket weaving at Upper School during 5th Grade Preview Day



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Athletic Coach/Assistant

At SSA/athletic facilities:

- Coach or assist with coaching in archery, basketball, cross country, or track & field. Must complete interview and background check. No previous coaching experience required. Must have an interest in the sport and desire to encourage students to reach their goals.

Back-Up Custodian

At Lower School:

- Serve as back-up custodian after school hours when regularly scheduled custodian is unavailable - occasional evenings/weekends, approximately 3 hours per day when needed

Events

Event help may include tasks such as: planning team, supply acquisition, food preparation, event setup, staffing at the event, event cleanup

Specific needs will be published as planning begins for each event

- Junior Protocol - (Fall)
- Reformation Day (October 30)
- High School Protocol (Winter)
- Evening of Recitation (February 5)
- Evening of Fine Arts (Spring)
- Teacher Appreciation Week (May)
- Graduation
- Last Day Gathering

Laundry

At home:

- Take home dirty cleaning rags and art smocks weekly to wash, fold, and return to SSA - approximately 2 hours weekly (one volunteer needed for each campus)
- Wash and hang dry crossing guard vests - monthly
- Wash athletic team warm-ups at the end of each athletic season

Library

At home:

- Repair books, cover books - as needed throughout school year

Photography

At SSA/events:



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- Take photos at SSA activities (sporting events, special events) with quality camera and provide selected photos to the school

At home:

- Organize and filter photos to be used for publications, marketing, website, and yearbook

Shopping

At stores (SSA will reimburse expenses with receipt submission, unless volunteer is donating supplies):

- Costco shopping: Purchase supplies such as half & half, tissues, paper towels, office supplies, etc. throughout the year, as requested
- Donate emergency supplies: snacks/water ([Emergency Supply Sign-Up](#))

Sporting Event Support

At event:

- Volunteer needs include set up of cross country meet, scorekeeper or clock at basketball games, and concessions sales. No experience necessary; can volunteer for individual sporting events.

Uniform Swap

At home:

- Notify families by e-mail of swap points received after collection events - approx. 2 hours/event

At SSA:

- Inventory and clothing evaluation - approximately 2 hour commitment/collection event

At Uniform Swap:

- Assist with setup of Uniform Swap
- Cashiers and shopping assistants - 2 hours during event
- Assist with event clean-up - approximately 1 hour

OTHER OPPORTUNITIES

Cleaning

At Lower School/Upper School:

- Clean the resource room once a week - 30 minutes
- Clear expired, unmarked items out of staff refrigerator and freezer, wipe down shelves - during school hours, every other month

Community Building

At home/events:

- Plan and host fellowship events, such as: Men's BBQ, Women's Brunch, Park Meet-Ups, etc.



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Craft Projects

At home:

- Assist with various craft projects, such as prepping classroom projects and event decorations
- Cutting projects - recurring need throughout the year

Field Trip Driver/Chaperone

At Lower and Upper School:

- Serve as field trip/driver chaperone for your child's class or other classes as needed.

Gardening

At Lower School:

- Responsible to provide seasonal plants in two planters 4x a year. (Beginning of September, December, April, and July.)

Grade Level Gatherings

At home/non-SSA location:

- Host a grade level gathering to allow SSA students and families to spend time together - times vary

In a Pinch

At home/SSA:

- Be available for last-minute volunteer needs that may arise, helping if possible in these “in a pinch” moments
- Run errands for the school to pick up items such as medals, print shop items, etc.

Lunch Reading

At Lower School:

- Read to classes during lunchtime

Recycling

At SSA/events:

- Collect bottles/cans for recycling at SSA events, fill SSA bags, and take bags to the BottleDrop Resource Center - approx. 2 hours/event
- Take filled and labeled BottleDrop nonprofit bags to the BottleDrop Resource Center - approximately once per term