

**In-school Community Service Opportunities
2009-2010**

Departments	Contact	Time of year	Frequency	Dates / Times	Tasks
Lower School Library	Ms. DeVault	All school year	Ongoing	Flexible	Put books away in shelves, etc.
Admission Office	Ms. Gyure	All School Year	Ongoing	Flexible	Office work – mailing, etc.
Maintenance	Mr. Wakeman	All School Year	Ongoing	Flexible	Planting flowers, etc.
Upper School Library	Mrs. Jones	All School Year	Ongoing	Flexible	Shelving books, checking out books, etc.
Registrar's Office	Mrs. McPadden	All School Year	Ongoing	Flexible	Picking up attendance slips, etc.
Art Department	Ms. Sulak	All School year	Ongoing	Flexible	Laminating, matting art work, hanging art work, etc.
Theater Department	Mrs. Clark	Before, during, after plays	Depending on scheduled plays and concerts	Flexible / during weekends	Help set up stages, lights; door ushers, ticket selling, etc.
Athletic Department	Mr. Linamen	All school year	Depending scheduled events	After school weekdays and/or weekends	Score keeper, announcers, admission gate keepers, concession stand helper, videographers, etc.

Departments	Contact	Time of the year	Frequency	Dates/Time	Tasks
Science	Mr. Altman	Fall, Winter, Spring	Ongoing	After school	Maintain garden and compost
Lower School After school Extended Care Homework/Reading Buddy Program	Ms. Berthet	All year long	Once a week	Tuesdays or Wednesdays	Help a Lower School student with homework and reading skills.