Description of Volunteer Positions

Weekly KidPlayers and KidSingers Programs
- Substitute Check-in receptionist (see days and hours on Volunteer Application Form)
    - Setting up juice and snack table
    - Taking attendance
    - Collecting forms and handing out information to students and teachers
    - Keeping an eye on the kids in the hallway and entrance and getting to know the kids
    - Answering enquiries about OrKidstra activities
- Parent representative for your child's ensemble
    - Each week, help set up chairs and music stands in rehearsal room before rehearsal; put away chairs and stands at the end of rehearsal and make sure room is tidy
    - Occasionally collect forms or hand out information sheets to students
    - Initiate a telephone tree to contact other parents in the ensemble in case of a last-minute change to rehearsal schedule

Concerts and Special Events:
- Videography
    - Take photos and/or videos during special events; send them to communications/publicity coordinators
- Reception and snack coordinator
    - Work closely with parents to organize snacks and drinks for reception after a concert or event
    - Help set up chairs and tables for reception and clean up afterwards
- Bake sale and other in-house fundraising events coordinator
    - Work closely with parents and community to organize in-house fundraising drives during concerts
- Accompanying and supervising children on outings
    - Car pick up and delivery of children (sometimes with their instruments), supervision during outing
- Roadie
    - Help get instruments, stands and all concert things to the venues
- Green Room Volunteers for siblings
    - The younger siblings of OrKidstra students need supervision during the rehearsal
        - Parents will help with this

Miscellaneous Volunteer Needs
- Maintain Instruments
    - Check and maintain wind and brass instruments (several times a month)
- Librarian (a few hours each month, mostly at the beginning of each term and before the end-of-term concerts)
    - Organize music for the term
    - Order sheet music and scores required by each teacher for classes
    - Maintain an inventory of music by entering information into the database
    - Filing music in the library