

Volunteer Job Descriptions

Accompanist

- Attend rehearsals and performances and support singers and director with piano skills
- Help run sectionals as needed
- Prepare accompaniment for songs that require piano
- Come to all performances with the choir
- Note: Contact Suzy to find out more details and arrange a time to meet
- Estimated time: weekly rehearsals and several performances during the year
- Need: varies from year to year, but it is very helpful to have a list of those who are skilled in this area, especially if we need an extra pianist occasionally for sectionals

Administrative Assistant:

- Create student name tags from a computer template
- Stamp/number choir music during rehearsal
- Note: This job is primarily needed at the beginning of both semesters
- Estimated time: 4-6 hours (2-3 hours for nametags and 1 hour 2-3 times per year for marking music)
- Need: 2-3 per choir

Arioso necklace assistant

- Repair broken necklaces, including restringing and making new necklaces as needed
- Supplies can be picked up at any point starting now
- Estimated time: Varies depending on the condition of the necklaces and how many new ones are needed. Probably only 4-6 hours. Necklaces need to be ready for the November concert, but may break occasionally throughout the year. Supplies will be provided.
- Need: 1 person

Arioso Valentine (February Concert) Fundraiser Coordinator

- Compose email to Arioso families asking them to donate goodies (cookies, candies, etc.) and also other Valentine gifts (flowers, pencils, etc.)
- Coordinate finding parents to staff the table before and after the concert
- Bring cash to make change (reimbursed from profits)
- Bring supplies needed for the sale (tablecloth, price guidelines/poster; vase)
- Oversee clean up after the sale
- Estimated time: 2-3 hours
- Need: 1 coordinator

Caller

- Call 5-6 people on his/her list to deliver a brief, time-sensitive message (most often weather-related cancellation)
- Note: Please also sign up for at least another 2-3 volunteer positions as these people are rarely asked to call
- Estimated time: 1 hour all year
- Need: 20 callers

Choir Certificate Coordinator

- Create certificates to be emailed to singers (you will receive help in determining what to do)
- Note: Availability to work on this is for the spring semester; all costs reimbursed
- Estimated time: 4 hours per choir
- Need: 2-4 coordinators

Choir Rehearsal Monitor for Cantabile, Con Brio, and Staccato (beyond your required monitoring once/twice a year)

- Help the weekly Thursday rehearsal proceed smoothly and efficiently
- Supervise students, reminding them to focus, etc.
- Assist with passing out/collecting choir music and name tags
- **Con Brio monitors:** Will also check in music that is being returned before rehearsal and check out music after practice by recording the date and number on check-out sheets.
Estimated time: 1 ½ hours each week you volunteer (Arrive early/stay late)
Need: 5 monitors/typical week and more the weeks prior to concerts.

Choir Riser Helper for November, February, and April Concerts (help with all or some of these tasks)

- Help load risers into Dave Johnson's van a day or two before the concert (Dave will arrange a time that works with your schedule)
- Unload the van and set up risers at the church around noon on the day of the concert
- Take down risers and load into van after the concert
- Unload at the Pine Island storage unit a day or two after the concert
- Note: Strong young men are welcome to assist with this as well as adults.
- Estimated time: 1-3 hours per concert
Need: 1-4 volunteers per concert

Con Brio Drama Practice Helper

- Attend drama rehearsal and work on tasks that need to be done, such as labeling costumes for participants or making a simple prop
- Act as the adult in charge at drama rehearsal (if Suzy is not able to be there) regarding emergency or building issues
- Estimated time: 6 drama rehearsals and possibly part of dress rehearsal and final rehearsal
- Need: 2 adults

Con Brio Drama Production Assistant

- Coordinate finding volunteers (parents/students) from the CB choir families (volunteer list provided) to fill production needs
- Work closely with Suzy to make sure people are on schedule with costumes, props, sets
- Attend drama practices as needed
- Estimated time: 8-10 hours for coordinating plus 6 drama rehearsals (2 hours each)
- Need: 2 coordinators

Concert Monitor (day of the concert)

- Monitor for one the last two final rehearsals before the concert. You would also be one of the concert monitors for one of the concert nights.
- Assist the director with getting singers up to the front and back down as needed
- Monitor singers before the concert starts/while they wait for their turn to sing
- Note: Depending on seating capacity of the concert venue, the monitor may need to stay with the singers the entire evening (only occurs when we have 2 concert performances, so parents will be able to see everything the other night)
- Estimate time (beyond actual concert time): 2 hours (rehearsal that day and 30 minutes prior to the concert)
- Need: 6-7 per concert

Concert Monitor (dress rehearsals)

- Keep singers quiet when they are not up front performing
- Monitor hallway or foyer area before/after the event
- Help guide singers to the front when it is time for them to sing
- Estimated time: 2 hours per dress rehearsal
- Need: 5-6 monitors per dress rehearsal

Concert Program Coordinator

- Collect information from directors and Susan for the program
- Coordinate proofing of the program with directors
- Estimated time: 6-8 hours per concert
- Need: 1 coordinator

DVD/CD Distributor

- Preview order form to make sure all the details are correct
- Collect DVD/CD orders and payment the nights of the concerts and via mail
- Tally how many are needed and e-mail the totals to Suzy
- Gather payments and submit to RAACHE treasurer
- Distribute/mail orders when ready
- Estimated time: 5 hours per concert
- Need: 1-2 distributors for the year

Instrumentalist

- Prepare and play your instrument with one or more choirs
- Estimated time: one or more rehearsals plus performance depending on what you are playing for
- Need: as many as are able

Nursery Care Worker when there are two concert nights

- Babysit children ages 3 and younger in the nursery area
- Note: We need a minimum of two adults per night--teens may assist
- Estimated time: Concert time plus 30 minutes
- Need: 2-3 per concert

Practice CD Duplicator

- Be available to directors to make CD copies (usually during rehearsals) for distribution at the end of rehearsal
- Note: Equipment is very easy to use. (This would be a great thing for a Cantabile or Arioso singer to do. If he/she is willing to do this job, the need for a parent present with them during CB rehearsal would be waived.)
- Estimated time: 1 hour (during rehearsal) per duplicating session, possibly 5-6 times a year
- Need: 1-2 duplicators

Publicity Assistant

- Assist in putting up posters in area businesses and possibly some churches 3-4 weeks prior to the concert
- Help coordinate which moms can place posters in their churches
- Send out emails to remind people of upcoming concerts
- Stuff Calvary boxes in Fellowship Hall with concert handouts
- Help to implement other forms of publicity when/if they arise
- Estimated time: 8 hours (2 hours 4 times a year) We hope to enlist the help of many different families to deliver to businesses they frequent, so hopefully the amount of time will be less.
- Need: All families to evaluate where they go in town and bring posters to those places. 3-4 people to help coordinate the distribution of the posters.

Set-up chairs for choir practice:

- Any age is welcome to set-up chairs in Fellowship Hall before Thursday's choir practice
- Arrive between 1:30-1:40 pm
- Estimated time: 20-30 minutes each week, prefer sign up for the semester or year.
- Need: 1-2 volunteers

Usher

- Arrive one-half hour before the concert begins (only 10 minutes prior to when the singers' call time is)
- Hand out programs
- Possibly help find seats for guests
- Note: One needed in the back to help with various issues during the concert and two needed to help tidy up the sanctuary after the concert.
- Estimated time: Concert time plus 30 minutes
- Need: 3-4 ushers per concert

