



Parent Volunteer Roles

Club Leader

- Oversees all volunteer roles
- Responsible for new family intake procedures and collecting initial fees
- Coaches Students on speech development
- Communicates policies & expectations for club involvement
- Maintains Master Roster for all students / families in club
- Upholds policies with families
- Schedules devotional and / or guest speakers
- Maintains Arise Club financial records
- Makes major Arise Club purchases including gifts for volunteers
- Reports directly to Region 1 Director

Parent Communication

- Sends parents weekly Updates & Reminders
 - Email list + Band app
- Communicates with Club Leader about club deadlines
- Schedules Parent Volunteers for speech rooms
- Follows up with parents to fulfill duties
- Helps to onboard new families and answer questions / review club expectations
- Reports directly to Arise Academy Club Club Leader
- Available for monthly team meetings

Juniors Leader

- Available first Monday of each month (September - May)
- Maintains teaching schedule for the year
- Delegates teaching responsibilities among other Junior parents
- Maintains schedule for Junior parent coaches
- Reports directly to the Club Leader

Accounting

- Collects initial dues
- Reimburses other departments who purchase snacks, etc.
- Follows up with parents about payments

Tournament Updates & Reminders

- Deadlines
- Registration reminders
- Rules & Expectations for competing
- Maintains family competition requirements
- Maintains student competition results lists & makes congratulation announcements
- Reports directly to Arise Academy Club Club Leader
- Available for monthly team meetings

Judge Recruitment Support - Arise Club

- Maintains community lists for judge requests
- Delegates to student or adult team for making community judge requests
- Schedules students to speak in the community
 - Speech demonstrations
 - Judge Requests
- Runs Ask-A-Thons before each tournament in the spring
- Reports directly to Region 1 Judge Coordinator, Jennifer Bryant and Club Leader
- Available for monthly team meetings

Games

- Plans Speech Games
- Runs Speech games on Mondays 1:30 p - 2:30 p
- Gathers prizes for winners of speech games
- Plans end of semester / end of year parties

Team Policy Debate Coach

- Available for Debate Student 3:00 - 4:30 Mondays
- Helps to coach students in their debate / research process

- Teaches debate lessons each week (can also share teaching responsibilities on rotation with another coach)
- Reports directly to the Club Leader

Lincoln Douglas Debate Coach

- Available for Debate Student 3:00 - 4:30 Mondays
- Helps to coach students in their LD debate / research process
- Teaches debate lessons each week (can also share teaching responsibilities on rotation with another coach)
- Reports directly to the Club Leader

Speech Coach

- Available during Speech Hour (Mondays 1:15 - 2:40)
- Schedule rotation each week (8 times per year)
- Oversees groups of students to practice speaking

Snacks

- Passes out tickets to students for participation
- Purchases snacks for club each week

Wish List Jobs

Apologetics

- Available Wednesdays for elective class
- Oversees teacher (or team of teachers) to teach the Apologetics elective
- Trains students on where to find current NCFCA Apologetics questions and resources provided by Club Leader
- Trains students on creating Apologetics cards and how to prepare Apol boxes to compete in tournaments
- Reports directly to the Club Leader