HRSCC Parent Volunteer Requirement

Parents (or designated adult) are required to volunteer 4 hours total – 2 hours each semester – **per child** enrolled in HRSCC.

Semester 1: September – Christmas break

Semester 2: January 1 – June (end of program).

Any adult over the age of 21 can fulfill this volunteer commitment – parents, guardians, grandparents, aunts, uncles, babysitters – if someone other than parent volunteers, please be sure to let us know which child to credit.

Must volunteer in *both* semester – extra fall shifts will not meet spring volunteer requirement.

Job duties:

- Hallway/Door monitors – (need 3)
    - Hallway intersection by rooms 102 and 104 – monitor door by 104
    - Preschool doors by bathroom
    - Back door of fellowship hall
        - ○ Ensure that no students enter or exit via doors. Monitor hallway behavior, no running, moving to next event. Bathrooms used in a normal, timely fashion – no bathroom groups.
        - ○ Adults are welcome to bring a book or other personal activity.
        - ○ **<u>2-hour shift</u>** – **MUST arrive by 5 pm and stay until 7pm**. Late arrivals may not count toward volunteer commitment.
    - Scorekeepers (1)
        - ○ **1 hour shifts 6 pm – 7pm**
    - Ladder assistant (1)
        - ○ **1 hour shifts 6 pm – 7pm**

Key volunteer roles:

Key volunteers will fulfill the role for the entire year. Key volunteers receive a 15% monthly tuition discount (for one tuition) and automatically meet volunteer requirement.

- ○ Check in/out coordinator (weekly 4:45 – 7)

- Ladder Coordinator (weekly 4:45 – 7)
- Set up (weekly, 4 pm – 5 pm)
- Chess Store coordinator / Chessbucks auditor
    - Set up and run chess store once monthly at HRSCC (5:30-7 pm, monthly)
    - Regularly track students chessbucks – ensuring data is up to date on Store night. This can be done at home on a flexible schedule.

Why we ask for volunteers

HRCA strives to keep our rates as low as possible. The above roles MUST be staffed to ensure the success of the program and the safety of our students. If we were to have to pay employees to fill these roles, tuition would increase by $120 a month. If volunteer slots are not filled, we reserve the right to increase tuition in January.

We understand that some life circumstances prevent you from volunteering. If you are unable to volunteer on Tuesday nights please contact Jennifergettins@hrchessclub.org to discuss options.

Failure to volunteer will result in parents being assessed $40 per hour missed and child being waitlisted for future HRCA programs and classes.