

HRSCC Volunteer Policy

8/1/2025

All HRSCC parents/guardians **are required to volunteer two (2) HRSCC nights per year.** Volunteers must arrive no later than 5pm, and stay until dismissal is complete.

Late arrival or early departure may result in the night not counting toward your volunteer commitment. Jobs will be assigned upon arrival – be sure to check in with the volunteer coordinator for assignment and to receive volunteering credit. Some nights volunteers may handle multiple roles.

HRSCC Volunteer needs

- Hallway monitor
 - ensure no running, rough-housing or excess noise in hallways
 - no access to closed portions of buildings
- Bathroom monitor
 - Only 1-2 children in bathroom at a time
 - Ensure no loitering in bathrooms
 - Ensure no adults alone with children
- Playground monitor
 - Monitor kids on playground
 - Using a walkie talking, communicate with ladder team
- Ladder assistant
- Scorekeeper

Key Volunteer Roles

In addition to our need for weekly volunteers, HRSCC is looking for people to fill the key roles for the HRSCC year.

Volunteers for the following roles **MUST** commit to attending HRSCC each week and fulfilling these duties. **Volunteers who accept these positions and commit to weekly attendance will receive a 15% discount on their HRSCC monthly tuition fee for one (1) student.**

- **Set Up Coordinator** (2 people needed)
 - Arrive by 4 pm each week to set up room and get out supplies
 - Must be able to move tables and carry chairs
 - Set up chess boards and pieces
 - Set clocks to evenings time control
- **Volunteer Coordinator**

- o Document who volunteers each week and send to Jennifer
 - o Assign roles to weekly volunteers
 - o Communicate volunteer questions or issues with Tina
- **Ladder Coordinator**
 - o Set up and run ladder each week
- **Store Coordinator**
 - o Run chess store on scheduled dates (once monthly)
Communicate with Tina as items need to be replenished
 - o o Work the Brandy to track chess bucks earned weekly
 - o o Document chess bucks spent / provide report to Tina for store session.

Email jennifergettins@hrchessclub.org for more information and to volunteer.