



Volunteer Opportunities

Category	Opportunity	Location	Activity Description	Preparation	Commitment
Classroom VIP	Guest Reader	Early Childhood	Read a book in the Library Interest Area or during group instruction	On the job training	As available
Classroom VIP	Special Interest	Early Childhood	Play an instrument or assist in a music group, design art project, cooking	On the job training / music training	As available
Classroom VIP	Special Interest	Early Childhood	Design a cooking activity	On the job training / cooking experience	As available
Classroom VIP	Art Lessons for Students	ELS	Art projects/ Lessons for ELS Class	On the job training /Art training	Once a month
Classroom VIP	Student Mentoring	NSA	Adults spend 4 hours per week with students to mentor them in their goals	Mentor Training	4 hours per week with one student
Classroom VIP	After School Programming	NSA, NSA-E	Lead a high interest activity	Expert at an activity	1 - 1.5 hours per week
Classroom VIP	Reading	NSA	Read books and literature with students	On the job training	1 - 1.5 hours per week
Classroom VIP	Guest Reader	NSA	Read to students during their Get Lost in Books (GLIB) time	On the job training	20 minutes during Middle School lunch periods
Classroom VIP	After School Tutor	NSA	Assist students with assignments and additional instruction	Subject matter knowledge	1 - 1.5 hours per week
Classroom VIP	Student Mentoring	NSA E	Adults spend 4 hours per week with students to mentor them in their goals	Mentor Training	4 hours a week with one student
Classroom VIP	Lunch Helper	NSA E	Assist the cafeteria specialist in preparing and serving lunches for students	On the job training	Daily (M-F) from 11:30 - 1:00
Classroom VIP	Yoga	Transition	Lead a yoga session	Yoga training	1 hour per week or month



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Classroom VIP	Cooking Lessons for Students	ELS Middle School	Cooking Activities for ELS Class	On the job training/ Cooking experience	Once a month
Community Liaison VIP	Community Planning	Home/ Community	Contact local community organizations to set up community outings	On the job training	1-2 hrs a week
Community VIP	E-mail Buddy / Face book Friend	Can be done from your home	Be a modern day pen pal to our students	Must know how to use e-mail and face book correspondence	Approx. one e-mail per week
Community VIP	Yoga	ELS High School-GBS	Lead a yoga session	Yoga training	Approx. once every two weeks for 50 minutes
Community VIP	Service Learning	ELS High School-GBS	Help with volunteering at Northfield food pantry	On the job training	Three to four times a month (all in one week)
Community VIP	ELS basketball helper	ELS-High School-GBS	Help with set up of game/party for basketball game	On the job training	Once a year, Spring
Community VIP	Supporting students at Holocaust Museum	Holocaust Museum, Skokie	Assist students that are volunteers at the coat check	On the job training	One shift per month at approx 3 - 4 hours per shift
Community VIP	Supporting students at Wagner Farms	Wagner Farms, Glenview	Help keep the weeds and crops in check in our student run garden at Wagner Farm	On the job training	A few hours per week - flexible schedule
Community VIP	Special Needs Employment Specialist	ELS / Transition	On-site support to young adults with varying levels of disabilities enabling them to become active wage earning members of the workforce and community	Training and observations are necessary and will be specific to each case	A few hours per week - flexible schedule
Office VIP	Data Entry	Early Childhood	Assist with data entry	On the job training	As available
Office VIP	Material Preparation	Early Childhood	Help prepare materials for Professional Development activities	On the job training	As needed
Office VIP	Teacher Supplies	ELS office	Fill orders and or deliver orders	On the job training	5-7 hours a week



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Office VIP	Document Translation	NSA / ELS	Translate various documents and packets for parents	Fluent Spanish speaker and writer	As needed
Office VIP	Document Translation	NSA E	Translate intake packets, progress reports, and other materials into Spanish	Fluent Spanish speaker and writer	As needed
Special Events VIP	Classroom Parties / Events	Early Childhood	Assist with activity	On the job training	As needed
Special Events VIP	Chaperone	Early Childhood	Chaperone field trips	On the job training	As needed
Special Events VIP	Baby Sitting	Early Childhood	Baby sit during Parent Teas and other events	On the job training	As needed
Teacher's VIP	Material Preparation	Early Childhood	Assist in material preparation and adapting books for literacy unit	On the job training	As needed
Teacher's VIP	Material Preparation	Early Childhood	Laminate materials, develop and/or prepare unit based games	On the job training	As needed
Teacher's VIP	Material Preparation	Early Childhood	Collect materials for interest areas (sand & water table, art, dramatic play)	On the job training	As needed
Teacher's VIP	Classroom Website Assistance	Early Childhood	Updating website	On the job training	As needed
Teacher's VIP	Classroom Website Assistance	Early Childhood	Investigate websites, apps and other materials to support a unit of study	On the job training	As needed
Teacher's VIP	iPad App Scout	Can be done from your home	Help to identify and review apps that meet specific needs	Must be tech savvy; ipad, iphone, ipod user	A few hours per week - flexible schedule
Teacher's VIP	Classroom Set-Up	NSA	Assist teacher in completing bulletin boards, clean classroom, prepare schedules, and curriculum materials	On the job training	Approximately 10 hours
Teacher's VIP	Building / Classroom Set-Up	NSA E	Assist the teacher in completing bulletin boards clean classroom or other building spaces, schedules, and curriculum prep.	On the job training	6 - 8 hours spread over several days before school begins



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Teacher's VIP	Photocopying Class Materials	NSA E	Assisting teachers with photocopying class materials and/or laminating	On the job training	A few hours per week
Teacher's VIP	Library Organization	NSA E	Organize and reshelv library books	On the job training	Several hours per week
Teacher's VIP	Software Inventory Management	Revere Drive Campus	Help facilitate procedures for check in and checkout of software; could also assist with data entry	Good organizational skills; on the job training	One time or a few hours per week
Teacher's VIP	Assemble Literacy & Math Materials	Westmoor School (ELS)	Assemble items including backing, cutting, organizing, laminating, and binding	On the job training	As needed

Location Key

Early Childhood – Glenview, Northbrook, Northfield, Winnetka

Educational and Life Skills (ELS) – Primary, Intermediate, Jr. High, High School, Transition in Deerfield, Glencoe, Glenview, Highland Park, Northbrook

North Shore Academy (NSA) – Highland Park

North Shore Academy Elementary (NSA-E) - Northbrook