



## **Serving Opportunity Descriptions**

The following is a brief overview of the opportunities that you can take ownership of to make the Beacon group work smoothly. Please write in the position where you would like to serve. The Beacon groups operates entirely by volunteer effort and cannot function without their help. We believe God has given each of us various gifts that can be expressed to benefit the group. Serving is also a great way to get to know fellow members! More detail can be provided if needed.

**Advertisement Coordinator:** 1 person needed. Commitment is ongoing throughout year. Responsible for advertising monthly meetings to outside groups and local media.

**Activities Helper:** Infinite number of people needed. Commitment is minimum one event per year. Coordinate a field trip using the new online service for field trips. Check in participants at the activity.

**Box Tops for Education:** 1 person needed. Commitment is the full year. Collect Box Tops from members at each meeting. Count tops and mail in twice a year. Checks are sent to Treasurer. Advertises event to group.

**Commencement/Advancement Ceremony:** Minimum 2 people needed. Commitment is 1-2 planning meetings, set up and execution of event. Plan, Organize and run the end of the year commencement/advancement ceremony.

**Great America Ticket Coordinator:** 1 person needed. Commitment is ongoing until day of event. Serve as liaison between Great America and Beacon to coordinate and distribute Great America reading program tickets. Advertise event to group.

**Ice Skating Coordinator:** 1 person needed. Commitment is ongoing and minimal time. Liaison between ice rink and Beacon. Sets ice skating dates and communicates this to group.

**Ice Skating Rental Helper:** 7-9 people needed. Commitment is one event for 2 hours. Serves as ice skate rental person at ice skating days.

**Junior Achievement Coordinator:** 1 person needed per class. Commitment is one class. Coordinate a Junior Achievement co-op opportunity for families. Beacon has 4 different programs to choose from. Additional materials can be purchased through their website. [www.jaintl.org](http://www.jaintl.org)

**Meeting Greeters:** 2 people needed per month. Commitment is minimum one meeting per year. Must arrive at 6:30 and assist with set up and greet attendees.

**Mentor:** Infinite number of people needed. Commitment can vary depending on your availability. Provide assistance to new members and homeschoolers. Be available to answer questions and direct them to the right resources. Provide encouragement and share the home discipleship vision.

**Picnic Coordinator:** 2-3 people needed. Commitment is 1-2 planning meetings (may be via email) and set up and execution of event. Plan, organize the picnic. Select menu and venue. Request RSVPs. Pick up food and materials for picnic. Advertise event to group.

**Project Fair Coordinator:** 2-3 people needed. Commitment is 1-2 planning meetings (may be via email) and set up and execution of event. Plan, organize and run the children's project fair. Advertise event to group.

**Resource Fair Coordinator:** 2-3 people needed. Commitment is 1-2 planning meetings (may be via email) and set up and execution of event. Liaison between vendors and Beacon. Assemble resource booklet and prepare for printing. Plan, organize and run the resource fair. Advertise event to group and other groups.

**School Picture volunteers:** 2 people needed. Commitment is one event each. Arrive by 9:00AM to assist photographers in set up. You will be finished by noon. Assist with registration and organization of families as they arrive. Your children are free to play games or watch videos for the time period.

## **Board Members**

**President:** 1 person needed. Best done if spouse is Vice President. Commitment is minimum 2 years. Lead administrator of the group. Leads board meetings to discuss plans for group. Arranges themes and speakers for monthly meetings. Serves as liaison between meeting facility and Beacon. Assures smooth running of the group.

**Vice President:** 1 person needed. Best done if spouse is President. Commitment is minimum 2 years. Coordinates picture day. Schedules greeters for monthly meetings. Is the main contact person for people inquiring information.

**Secretary:** 1 person needed. Commitment is minimum 2 years. Takes minutes at the board meetings and distributes them via email to board members.

**Treasurer:** 1 person needed. Commitment is minimum 2 years. Manages finances for group. Deposits member dues. Pays bills associated with the group.

**Membership:** 1 person needed although a great position for a married couple. Commitment is minimum 2 years. Prepares registration form each year. Accepts registrations from members. Prepares membership directory. Checks in members at each meeting.

**Activities Coordinator:** Assembles activities from field trip website for distribution to members. Accepts payments to all field trips and contacts **Activities Helpers** with attendee list. Liaison between Activities Helper and attendees.

**Librarian:** 2 families working together is best. Commitment is minimum 2 years. Brings library books to meetings for members to check out. Notifies members of overdue fees. Purchases additions for the library books.