The Open Door:
Role for Parent Volunteers

Parent volunteers are an integral part of the Open Door. They help create a warm, welcoming atmosphere. The Open Door is a student-focused, multi-purpose space for the entire community – K-12. At the large community table, students may work on group projects and teachers are encouraged to reserve a time for class meetings. Students may spend free periods at café tables, working on homework or grabbing a bite to eat before sports practice. Younger students may be brought in small groups to have their first retail experiences, exploring the space and buying small toys. There is a place for everyone here.

Responsibilities

- Interact with students K-12, faculty, staff, parents, alumni, and campus guests
- Set the tone
    - Maintain a friendly, warm environment
    - Model appropriate behavior
- Work behind the café counter
    - Sell beverages and fresh, pre-packaged snacks
    - Process school supplies, books, gear, and gifts
    - Use the register
- Maintain cleanliness and general upkeep
    - Bring back stock forward
    - Refold clothing and tidy merchandise
    - Encourage students to clean their own space
- Support special events in the space

Duration

Shifts will be about 3 ½ hours in length.
8 – 11:30am & 12 – 3:30pm are the most usual shifts.
However, these are flexible and can be catered to individual's availability.

Suggested Commitment

1 shift/week

Clearances

Due to new rules and regulations in Pennsylvania, the Department of Education now requires that all volunteers who have direct contact with students must complete a set of state and federal clearances prior to beginning duties. The business office will assist you in this process.