



ST. FRANCIS MONTESSORI

MONTESSORI AND CATECHESIS FOR THE 3-12 YEAR OLD CHILD

Work Exchange Opportunities 2021 - 2022

Job	\$ Discount per family	Hours	# of people	Job Description
Grounds	\$800	4 hours/month, 1 hour/ week	2	M & Th pick up trash around the property (outside), collect trash from inside building and put all trash on the curbside twice a week; water gardens in the warm months, August 1 – May 31.
Landscaping	\$800	3 times/year, approx 40 hours, Early August November February April	1	Plan, purchase (with SFM budget), and plant flowers and vegetable gardens summer, fall, and the end of winter. In the spring, organize a family picnic and planting to beautify the grounds.
Cleaning	\$2,000 (SFM) \$1,200 (St. Clare)	5 hours/wk, twice a month (SFM) 3 hours/wk, twice a month (St. Clare's)	2 2 2	Thoroughly clean the SFM buildings on Friday evenings or Saturdays, August 1 through May 31.
Handyman	TBD	Per Project	4	Projects are sent out by the Admin Asst to be claimed based on an individual's skills and time. Projects must be completed in the timeframe provided by the Asst.
Oktoberfest Coordinator	Fulfilled	approx 200 hours	1	See Manual; coordinates the committees and plans the event.
Oktoberfest Assistant to the Coordinator and Volunteer Coordinator	\$600	approx 30 hours	1	See Manual; assists the Coordinator and coordinates the Volunteer Sign-up Genius.
Oktoberfest Auction Chair	\$1,500	approx 75 hours	1	See Manual; coordinates the silent and live auctions with the help of an Assistant.
Oktoberfest Auction Assistant	\$600	approx 30 hours	1	Assists the Auction Chair.

Oktoberfest Advertising & Communications Chair	\$1,200	approx 60 hours	1	See Manual; advertises for the event, writes descriptions for auction items, writes sponsorship and auction thank you letters, coordinates all print jobs, and assists with entering data in the database.
Oktoberfest Sponsorship Chair	Fulfilled	approx 50 hours	1	See Manual; solicits new sponsors at an equivalence of two Platinum sponsors.
Oktoberfest Sponsorship Assistant	\$600	approx 30 hours	1	Assists the Sponsorship Chair in soliciting new sponsorships and communicating with sponsors.
Oktoberfest Entertainment	\$400	approx 20 hours	1	See Manual; coordinates band line-up, stein holding contest, program, find and MC, and must stay near the stage for the whole event in order to stay on schedule.
Oktoberfest Activities Chair	\$400	approx 20 hours	1	See Manual; coordinates the Games and Cake Walk, finding prizes and music and CD player; coordinates the rental of bounce houses, laser tag, face painting, and other activity stations.
Oktoberfest and SFM Website Chair	\$600	approx 30 hours	1	See Manual; runs the webpage for Oktoberfest; also assists with the updates for the main SFM website all year.
Oktoberfest Facilities Chair	\$600	approx 30 hours	1	See Manual; ensures grounds are prepared with appropriate power and lighting.
Oktoberfest Food Chair	\$1,200	approx 60 hours	1	See Manual; coordinates orders and delivery for all dinner food and a la carte snacks.

- Oktoberfest Chairs must be present for the entire Oktoberfest event, Friday, Saturday and Sunday, helping in all ways necessary.
- Oktoberfest Chairs must find their own volunteers (SFM will send out a request for volunteers, but if spots are open, Chairs are responsible for filling the open spots.)
- Work Exchange hours do not count as SFM Volunteer hours.
- Work not completed at the appropriate time will need to be hired out and the amount added back on to tuition.