


# Children First Foundation Volunteer Opportunities Guide

 <p style="text-align: center;">Children First Foundation</p>	<p><b>Volunteer Opportunities</b>  <b>Phoenix Campus</b></p> <p>..... Please contact our office at:          (602) 715-0500</p>
<p><b>Birthday Team</b></p>	<ul style="list-style-type: none"> <li>• Decorate the multipurpose room and gifts on Birthday Party days</li> <li>• Help students decorate bags and do activities</li> <li>• Work with the birthday team leader to assist before and after the party date with wrapping gifts, maintaining the birthday room, etc.</li> </ul>
<p><b>Cafeteria Volunteer</b>          Breakfast 7:30-8:30 AM          Lunch 11:00 AM-1:00 PM</p>	<ul style="list-style-type: none"> <li>• Monitor the cafeteria during breakfast and lunch.</li> <li>• Help students with opening milk.</li> <li>• Clean tables, sweep and mop</li> </ul>
<p><b>Classroom Reader</b></p>	<ul style="list-style-type: none"> <li>• Bring a book of choice to the classroom and read it to the students</li> </ul>
<p><b>Classroom Volunteer</b></p>	<ul style="list-style-type: none"> <li>• Working with small groups or 1:on:1 tutoring</li> <li>• Assisting with lesson planning and making classroom materials</li> <li>• Leading classroom activities</li> </ul>
<p><b>Food &amp; Clothing Manager</b>          Phoenix Campus Only</p>	<ul style="list-style-type: none"> <li>• Supervising and assisting volunteers and parents in the room</li> <li>• Help parents find clothing sizes during their appointments</li> <li>• Check the number of items families are taking during appointments</li> <li>• Assist students to find clothes if they rip their clothes, need new shoes, or have a desperate need of clothing</li> </ul>
<p><b>Food/Clothing Room Volunteer</b>          Tempe: 7:30 AM- 1:00 PM          Phoenix: 7:30 AM- 3:30 PM</p>	<ul style="list-style-type: none"> <li>• Sort and hang clothes on correct racks with correct sizes.</li> <li>• Sort incoming donations and put in correct places.</li> <li>• Organize food room and prepare food boxes.</li> </ul>
<p><b>Fundraising/Marketing</b>          (Contact us &amp; visit          cfatempe.org &amp; cfaphoenix.org          for upcoming event          opportunities)</p>	<ul style="list-style-type: none"> <li>• Food Drives (See wish lists on our website.)</li> <li>• Holiday Support (Adopt one of our classrooms or a family)</li> <li>• Assist with introductions for corporate sponsors.</li> <li>• Encourage donations of Tax ECA dollars to Children First Academy (\$200 for a single person and \$400 for a married couple)</li> <li>• Assist with procurement of auction items for annual fundraiser.</li> </ul>
<p><b>Mentor</b>          Monday-Friday</p>	<ul style="list-style-type: none"> <li>• Each adult will be matched with a student by the principals</li> <li>• Work with students on academic and social development.</li> <li>• Mentoring must occur during school hours</li> <li>• Minimum commitment is <u>2 hours/two weeks</u> for a year commitment</li> </ul>
<p><b>Office Volunteer</b>          Phoenix Campus Only</p>	<ul style="list-style-type: none"> <li>• Answer phones</li> <li>• File paperwork</li> <li>• Make copies for the office and for teachers</li> <li>• Putting together lesson plan materials and activities for teachers</li> </ul>
<p><b>Recess Volunteer</b>          Breakfast 7:30 AM- 8:30 AM          Lunch 11:00 AM- 1:00 PM</p>	<ul style="list-style-type: none"> <li>• Organize games to play with students</li> <li>• Help monitor the playground to make sure all students are safe</li> </ul>
<p><b>Tutor</b></p>	<ul style="list-style-type: none"> <li>• Pull individuals or small groups and work with them in the library</li> </ul>