



Sistema Tulsa Volunteers opportunities

Operational Site Support

Hospitality

Hospitality volunteers assist the site coordinator to expedite logistical processes and provide support to needs that may arise throughout the instructional day.

Some of these responsibilities include:

Greeting and directing students, parents, volunteers & visitors as they arrive
Runners to copy documents, organize materials, and assist as needed
Monitors to ensure logistics and policies are followed
Safety coordinators to direct participants in the event of emergency
Set-up crew for orchestra rehearsals (Tuesdays)
Take-down crew for end of day activities

Catering Kitchen Support

Kitchen volunteers assist the staff Chef to comply with the organization and distribution of 80+ snacks to children. Kitchen volunteers to prepare and/or serve snacks and encourage hygiene among participants.

Academic Support

Academic support volunteers provide students help with their homework. Generally, students will meet in small groups for 30 minutes each day. Volunteers manage the classroom and encourage a productive educational environment.

Also available: Volunteer Teaching Musicians – assignments by audition and appointment

Clerical (does not require volunteer to be present on site)

Data collection — Excel data entry of forms, schedules, and attendance, etc
Mailing services – Addressing and processing of letters and documents

**The list of duties provided in this job description are not an exhaustive list but meant to serve as examples of possible duties. Additional duties may be determined by the Program Director. It is the policy of Boston Avenue United Methodist Church to provide all persons with equal employment opportunities without regard to race, color, religion, sex, national origin, marital status, disability, age or Veteran Status. Employment is subject to passing a background check.*



Position Details:

Hours: 2 hours/week minimum is required, consistent participation is encouraged, all ages are welcome. Schedule follows the TPS Traditional Calendar.

Operation Hours: Weekly, Monday-Friday from 2:30 to 5:30

Program Start Date: September 9, 2016

Reports to: Operations Coordinator

Volunteer Training Dates: August 20, 5:00-6:30 and August 27, 5:00-6:30 (choose one)

Example of typical schedules:

Set-up support 2:30-3:30 pm

Greeter support 3:00-4:00 pm

Catering Kitchen support 3:00-4:00 pm

Academic support 3:20-4:00 pm

Take-down support 5:30-6:00 pm

TO APPLY:

Complete applications include:

- Sistema Tulsa Volunteer Application *Part I*
- BAUMC Background Check Form *Part II*

Application Deadline / June 1

For questions or assistance, please contact jlhernandez@bostonavenue.org.

Applications are accepted via traditional mail, e-mail, or in person (in a sealed envelope).

Please mail all requested materials to:

Sistema Tulsa c/o Boston Avenue UMC

1301 S. Boston Ave.

Tulsa, OK 74119

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Volunteer Application Part I

Date: _____
Last Name: _____ First Name: _____ Middle Initial _____
Street Address: _____ Zip Code _____
Daytime Phone: _____ Evening Phone _____
Cell Phone: _____ E-Mail: _____
Occupation: _____
Employer: _____

Current Job Responsibilities and Schedule:

Previous Work Experience: _____
Previous Volunteer Experience: _____
Special interests, hobbies, and skills: _____
Are you willing to be certified to drive church vehicles? _____

Why would you like to volunteer as a worker with Sistema Tulsa?

What qualities do you have that would help make our program successful?

Would you be available to attend our volunteer training sessions? No ☐ Yes ☐

Orientation 1 / August 20, 5:00-6:30

Orientation 2 / August 27, 5:00-6:30

To be held at Boston Avenue United Methodist Church

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Volunteer Service Preferences

First Name:

Last Name:

I would like to serve up to _____ hours (weekly)

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Mon | Tue | Wed | Thu | Fri |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Assignment Preference

- ☐ Hospitality
- ☐ Catering Kitchen
- ☐ Academic Enrichment
- ☐ Clerical

Media and Background Check Releases

- ☐ I consent to the use of my image or voice in photographs, audio and / or video recordings taken during the course of the program for promotional purposes in any type of media, including the Sistema Tulsa website and social media pages.
- ☐ I consent to a background check for the safety of all participants (see enclosed Part II)

Date:

Signature

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