

JOB SHARING LIST

Leadership Team:

Laura VanHuis
Melissa Lehman
MaryJo Felsted
Stephanie Clark
Jenni Farrell

Each HIGH Day member is required to sign-up for one job sharing task per year. If you have any questions about your task, please contact your team leader. Thanks!

[Team #1 Leader: Laura](#)

Tasks:

1. Testing Coordinator ANNE BRIDGFORTH
2. Testing Coordinator SHANNON HAND

Testing Coordinators will be responsible for setting up date and time for our yearly standardized testing, including recruiting proctors for the exam, and coordinating materials with Bob Jones (registering with BJU, ordering the tests, collecting payments, receiving the tests, sending test booklets back in.) Note – standardized testing is not required for HIGH Day students and is simply available for families who wish to utilize this offering.

3. FPEA Coordinator/Spelling Bee Coordinator EILEEN SHEN

The FPEA Coordinator & Spelling Bee Coordinator will be responsible for registering our families with FPEA and for registering any participants in the local spelling bee in the spring.

[Team #2 Leader: MaryJo](#)

Tasks:

4. Thanksgiving Feast/Dad's Day ELLEN NICHOLS
5. Thanksgiving Feast/Dad's Day BEV DASHER

The Thanksgiving Feast and Dad's Appreciation Day coordinators will work together to plan each of these events.

6. Spring Celebration POLLY ANTHONY
7. Spring Celebration JACKIE HOWE
8. Spring Celebration KOURTNEY STREET

The Spring Celebration Coordinators will plan the end-of-the-year Spring Celebration event.

9. Field Trip Coordinator LYNDA BOGUS

The Field Trip Coordinator will plan our field trips.

10. HIGH Day Social RIKKI ELIOAN

The HIGH Day Social Coordinator will plan a social event/get together for the HIGH Day families to be held at a time when fathers will also be able to attend. (Such as a Saturday picnic in the fall.)

Team #3 Leader: Stephanie

Tasks:

11. Name-Tags VERONICA GARRETSON

12. Service Project Coordinator CHANDRA GRIESE

13. Service Project Coordinator SONDRA WEST

The Service Project Coordinators will work together to plan 2 service projects, one per semester. (Such as Operation Christmas Child)

Team #4 Leader: Jenni

Tasks:

14. Garage Sale (Fall) COLLEEN BLATTMANN

15. Garage Sale (Fall) ANNA DIAZ

Garage Sale Coordinators will plan date, time, and location of garage sale, plus recruit volunteers for set-up, selling, and take-down.

16. Spring fund raiser KATHY MAC LEOD

17. Spring fund raiser _____

The Spring fund raiser Coordinators will plan and implement a fund raiser TBD for the spring semester.

18. Nursery Coordinator PATTY POVELITE

19. Supply Cabinet ANGEL TANCHIN

20. Supply Cabinet PAM AUSCHWITZ

The Supply Cabinet Coordinators will be responsible for checking and maintaining the HIGH Day supplies, as well as purchasing items that need replacing/replenishing.

WISH LIST: The following jobs are on our "wish list". If you are willing to take on any of these tasks, please let the Leadership Team know. Thanks!

1. Forum Board Moderator – would delete old posts, move posts accidentally placed in the wrong thread, delete users who do not belong, and possibly take over the "chocolate treasure chest" posts. This job does NOT require a lot of web skills – everything is done through an Admin Panel or right on the forum.
2. Family Business Directory – we would love to add a directory of addresses/contact info for businesses our families work for/own. (This can be moms or dads.) This task would require contacting the families to ask if they had anyone they want to list in the directory and building a database of the information.