

REHEARSAL SUPERVISION CHAIR

At home position 1 person

OVERVIEW

Create a schedule of parent volunteers to supervise children at rehearsals

GOALS

1. Contact and schedule volunteers from beginning of rehearsals until tech week based on the needs of the Directors
2. Instruct volunteers of responsibilities and expectations
3. Set up reminder system
4. Report volunteer hours weekly to Volunteer Coordinator

COMMITMENT LEVEL

Volunteer hours will be met by taking on this position. You can expect to spend a half - hour a week coordinating volunteers.

TIMELINE

1. After registration obtain list of volunteers
2. Set up an email group and recruit for rehearsals - try to do as much in advance as possible if you have a reminder system in place
3. Share rehearsal supervision schedule on Google Docs
4. Keep a running tally of volunteer hours to be reported

To be reviewed with all rehearsal supervisors:

1. Obtain cast list/ help Directors check in children
2. Report any absences to Directors
3. Keep the noise level down! This cannot be stressed enough! We want the kids to enjoy their friends BUT they must do so quietly! Encourage kids to do their homework whenever possible.
4. Monitor bathroom requests, escort if leaving the cafeteria
5. Remind students to pick up after themselves
6. Release children at end of rehearsal by standing by the door and waiting for parents. Use cast list to check off names. Some students have prior permission to walk, ride bikes, etc. They need to be checked on the roll sheet as well.