

KEY VOLUNTEERS

Join the FUN!

Our Key Volunteers are teams of parents who join together to help their child's ensemble from week to week. We welcome you to join the NJYS family! Key Volunteers include: **Managers, Librarians, Attendance, Stage Hands.**

NJYS ORCHESTRA MANAGERS 2 volunteers per ensemble



Our Orchestra Managers assist the NJYS Staff and their ensemble Conductor. Managers distribute and/or announce information to the students in person and by email. They also help us supervise students during rehearsal breaks, in the rehearsal room and in designated break areas.

What else do Managers do?

- Attend all rehearsals with the rest of the parent volunteers. With more than one volunteer, managers can switch off from week to week and share the work.
- Attend all concerts! Ever been backstage? Our volunteers stay with the ensemble backstage and help us make everything go smoothly.
- Check in with *NJYS Manager of Orchestras* for updates, etc.
- Help with sectionals/special events
- Ensure students are supervised during breaks and sectional rehearsals
- Send weekly email reminders with an email address provided by NJYS.
- *Help with ushering kids during check ups and moderate auditions as needed.*

NJYS ATTENDANCE MANAGER

2 volunteers per ensemble



Attendance Managers take attendance and get to meet all of our wonderful students! The more attendance managers, the easier it is to switch off from week to week.

It's as easy as it sounds...

- Be ready about 10-15 minutes before rehearsal to record the attendance as students arrive. Check mailbox for absence notifications, just to make sure we don't miss anyone
- 15 minutes after the rehearsal begins, the Attendance Manager will make calls to the family of any student who has not reported their absence
- Update weekly attendance sheet, by recording any future absence notices that have been handed in
- Help Key Volunteer Orchestra Manager with parents' attendance-related questions and concerns
- Help with ensemble-related administrative tasks during rehearsals as needed, if possible

Although attendance managers will take attendance by the door, please direct any questions to the ensemble volunteer manager or the Manager of Orchestras, Stacy Beltran.

If a student has accumulated more than the allotted absences, the conductor and staff will take steps to understand the situation and provide a fair solution or response. Please see Attendance Policy, page 9, for information.

Our Key Volunteers generally commit to weekly rehearsals, but we have plenty of other ways to volunteer! Check out the Current Member page on our website, NJYS.org for once time volunteer sign ups!

NJYS LIBRARIANS 2-4 Parent Volunteers



Meet Martha!

Ms. Martha Nowik, Girls7Mom@aol.com is our Head Volunteer Librarian. She would be thrilled to get to know and work with any parents who are interested in being a librarian. No prior experience necessary!

Join us to help ensure all our students have the parts they need to make beautiful music. It's fun to be behind the scenes.

Scores, and parts, and markings, oh my!

Students at NJYS use "real" parts. This just means the music parts are originals and not copies. For this reason, we keep track of each part to make sure our students return their assigned music at the end of the concert period.

What's in the library?

Each ensemble has a library binder that contains a list of the students with the music they have been assigned. Librarians help us to maintain those binders and make any necessary notes for Martha or the Manager of Orchestras.

Each ensemble also has a working shelf in the library. All the music the ensemble is playing will be set aside on those shelves to make them easier to access. Librarians get to know the ins and outs of the library and by the second week, they are pros!

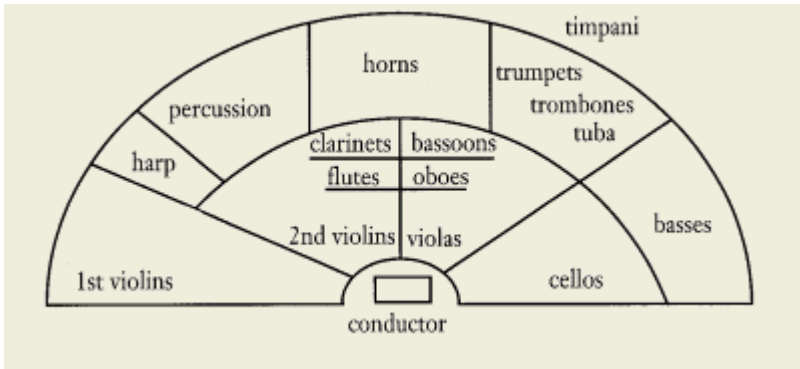
All the music goes into folders that are lent to the students for the year. Our librarians also give us a hand keeping record of those. Folder are collected at the end of the year.

Rehearsals and Concerts...

Ensemble Librarians are usually needed at the top of each rehearsal. After the first couple of weeks librarians only need to check-in at the top of rehearsal.

The most help we need is handing out and collecting music. It's easy to learn and it helps us to keep a library full of music for generations to come!

NJYS STAGE HANDS 2-4 Parent Volunteers



The orchestral set up sets the stage for the ensemble to make music! Each chair and stand are placed in a certain order to make sure each of our students have a comfortable place to learn.

Although each ensemble set up might be different, the more help we have, the easier it is to set up and break down!

The students who arrive early will certainly help set up, but they need leaders! No worries, we will train you so you know what to expect!

Rehearsals and Sectionals

Arrive 15-25 minutes before rehearsal to set up. Some larger set ups may require a bit more time. *Some set ups may only require the removal of chairs. We will provide diagrams for each ensemble.*

Once rehearsal begins, check to make sure the students have the correct chairs and stands. Sometimes the chairs wonder off to other rooms. If we have sectionals that day, our stage managers help us set up the rooms.

Concert and Playathon

We ask that our stage managers give us a hand early in the day for concerts and our Playathon Music Fest on April 2. However, additional parents may also sign up just for those events. Either way, we accept all forms of help!

If needed, we may need break down help too. Check to see if there is a sign up for your ensemble online.