

# MATH IN ACTION

2009-2010

Volunteers Tasks and Descriptions

## MIA ONLINE

(1-4 persons team)

**MIA administrator:** *(position open)*

Responsibilities:

- Responsible for all registrations (K-6) – *about 1 to 3 hours per week in Sept/Oct.*
- Responsible for general communication and announcement on Bugle and MIA website. *(less than 1 hour/month)*
- Order prizes as agreed by all Online managers *(less than 1 hour/month)*

**MIA Managers for grade K-2, 3-4, 5-6:**

*(position open), (position open), (position open)*

Responsibilities:

- Monitor activities for assigned grades. *(1 hour/week)*
- Communicate with teachers and parents if necessary. *(as needed)*
- All managers work together for incentive programs. *(1-2 hours in September)*
- Responsible for distributing prizes. *(half hour/month)*