

**Hampstead Hill Academy Project
Descriptions**

2008-2009

School Store

Qualifications: Open to 6-8th grade students who demonstrate responsibility and have fundamental math skills

Number of Positions available: 2

Primary Role: Develop a schedule and plan for running the school store

Activities may include, but are not limited to the following:

1. Provide customer service(listen and be helpful)
2. Operate the cash box
3. Take inventory on supplies and make a list of supplies that are low
4. Restock available items when they are low
5. Keep store in order

Go Green Team

Qualifications: The Go Green Team project is open to 6-8th grade students interested in looking at environmental concerns and taking action to make positive change.

Supervisor: Ms. Duprey

Number of Positions available: 4

Primary Role: The team will raise awareness of environmental issues, develop a plan for the recycling program at HHA and participate in activities that help the environment.

Activities may include, but are not limited to the following:

1. Developing a plan and routine for collecting and recycling paper, plastic, glass and cans at Hampstead Hill Academy(collecting about 3 times per week)
2. Planning activities to educate the school community on reusing, reducing and recycling
3. Assisting with and participating in community clean up events

Peace Keepers

Qualifications: Peace Keepers is open to 6-8th grade students interested in assisting younger students resolve conflicts and learning some basic counseling skills.

Supervisor(s): Ms. Featherston and Ms. Duprey

Number of Positions Available: 5

Primary Role: You will be trained to assist younger students resolve their conflicts and encourage peers to resolve conflicts peacefully.

Activities may include, but are not limited to the following:

1. Creating character and conflict resolution posters
2. Promoting school wide character traits through various activities
3. Role playing monthly character traits in lower grade circles
4. Assisting lower grades with conflicts

Announcements Crew

Supervisor: TBA

Qualifications: The Announcements Crew is open to 6-8th grade students who have an interest in making morning announcements, are committed to being on time and present each school day.

Number of Positions available: 2

Primary Role: You will be responsible for making the morning announcements.

Activities may include, but are not limited to the following:

1. Gathering and reviewing information each day for the announcements
2. Informing faculty and students about upcoming events
3. Researching special days to inform faculty and students about their significance (ex. holidays, elections and historical events)

Web Manager

Supervisor: Mr. Hoey

Qualifications: The Web Manager project is open to 6-8th grade students who have had experience with Microsoft Office and Internet Explorer. Students interested in this project should have basic knowledge of HTML, podcasting, photography and videos.

Number of Positions available: 2

Primary Role: You will manage HHA47.org website, coordinate school photographers and media specialists.

Activities may include, but are not limited to the following:

1. Uploading Daily Announcements
2. Uploading Event Photographs
3. Uploading Event Information/Calendar
4. Creating New Web Pages
5. Working with school photographers and media specialists to coordinate activities and assignments

School Photographer

Supervisor: Mr. Hoey

Qualifications: The School Photographer project is open to 6th-8th grade students who have experience with digital cameras, Microsoft Office and Internet Explorer.

Number of Positions available: 2

Supervisor: Mr. Hoey

Primary Role: You will develop a plan and schedule for photographing HHA events.

Activities may include, but are not limited to the following:

1. Photographing events before, during and after school such as Terrific Kids celebrations and Community Dinners
2. Editing Photos
3. Uploading Photos to School Website
4. Uploading event photographs to HHA website
5. Working with Website Manager to coordinate activities and assignments

Audio Specialist

Supervisor: Mr. Hoey

Qualifications: The Audio Specialist project is open to 6-8th grade students who have basic knowledge of Podcasting and experience with Microsoft Office, Internet Explorer and Audacity Plus.

Number of Positions available: 2

Primary Role: You will schedule and perform audio recordings at HHA.

Activities may include, but are not limited to the following:

1. Recording Daily Announcements
2. Recording Events before, during and after school
3. Working with Website Manager to coordinate activities and assignments
4. Using a microphone to record events and interviews at HHA such as Terrific Kids celebrations and Community Dinners
5. Uploading Audio/Podcasts to the school website

Computer Lab Manager

Supervisor: Mr. Hoey

Qualifications: The Computer Lab Manager project is open to 6-8th grade students who have experience with Microsoft Office, Internet Explorer and basic knowledge of computers.

Number of Positions available: 1

Primary Role: You will develop a plan to prepare and manage the HHA computer lab for daily use.

Activities may include, but are not limited to the following:

1. Turning on machines in morning and shutting them down at night
2. Cleaning the computer lab
3. Updating inventory logs
4. Maintaining logs and lab schedule
5. Installing Software
6. Coordinating activities and assisting teachers with media