

PARENT JOB ASSIGNMENTS 2011/2012

An important part of our co-op preschool is the involvement of the parents in the running of the school. There are five main areas in which the parents contribute: program, facility, events, administration, and executive.

The jobs are assigned by the VP 2 Jenny Szulc. In order to assist with this process, we are asking you to rank the jobs according to your ability and preference. Every effort will be made to select a position you have requested. Please email your requests to jszulc12@telus.net by Monday June 13th at 7:00pm. Jobs will be distributed on Wednesday June 15th at 7:00pm at the Parent Job Night.

Please review the following positions and rank them according to your ability and preference:

___ ART SUPPORT (program)

- Under the direction of the ECE, make art materials as required, e.g., paste, baking dough.
- Cut art materials for various themes selected and come in once a month to assist in mounting art and change the art displayed on the walls. (At classroom level)

___ PROGRAM SUPPORT (2 Positions, 1 per Class) (program)

- Under the direction of the ECE, assist with preparation and organization of special events, and activities. (At classroom level)
- Under the direction of the ECE, collect and arrange items required for the science and nature displays and activities. Displays are to be changed about once per month. New and creative ideas are welcome.

___ SCHOLASTIC BOOK SALES (program)

- On a monthly basis, supply Scholastic Book sale flyers, take orders, including payment, and deliver books to the preschool members at the school. Participate as a member of the *Fundraising & Events Committee*.

___ PRESCHOOL LIBRARY (program)

- Organize children's library books owned by the preschool; repair books, check on overdue books. Maintain the existing soft copy of the inventory of Children's Library books.

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- Borrow books from the Public Library based on topics provided by the E.C.E. These library books are for classroom use only. Change books approximately every three weeks.
- Maintain the existing soft copy inventory of the preschool's children's tape and CD collection and ensure it is up-to-date at year-end.

_____ FIELD TRIP COORDINATOR for the 4's class (program)

- In consultation with the ECE, organize and book field trips for the 4's class.
- Notify the parents by e-mail in advance about the class trips and ensure it is updated on the Duty Roster.

_____ LAWN MAINTENANCE (facility)

- Ensure the green space is mowed/weed-whacked as necessary throughout the year. (Equipment provided in shed.)

_____ GRAVEL/LEAF MAINTENANCE (facility)

- Ensure pea gravel is regularly swept off pavement and placed back on gravel area.
- Rake/blow leaves as necessary in green space. (Equipment provided in shed.)

_____ SHED/SANDBOX MAINTENANCE (facility)

- Ensure the shed is organized and equipment is accessible.
- Check sandbox periodically.

_____ LAUNDRY (2 Positions) (facility)

- On a twice-weekly basis take home towels and paint smocks for laundering. Items are to be returned clean and folded as soon as possible.

_____ WEEKLY CLEAN-UP AND RECYCLING (2 Positions) (facility)

- Every Wednesday or Friday afternoon (1:00 pm), clean surfaces, paint easels, glue pots, paint pots and garbage buckets. Change vacuum cleaner bag and filter every 3 weeks. Wipe paint, food etc. off lounge furniture and chairs once a month. Recycle contents of Blue Box, and maintain newspaper supply for use in the preschool.

_____ **SCHOOL CLEAN COORDINATOR (2 positions) (facility)**

- Coordinate & schedule cleaning the preschool 3 times a year: Christmas, Spring & End of the year, inform Parent's via email.
- Coordinate's special cleans throughout the year as needed.
- Be in attendance to supervise clean, purchase cleaning supplies if necessary.
- Maintain sign-up sheets for attendance at cleans on the Bulletin Board, inform Executive of absentees.

_____ **WEBSITE (parent admin)**

- Maintain website (class lists, special event updates, links, etc) upon direction from the Executive.
- Attend a training session with the previous year's website maintenance person (to be arranged between the persons) prior to the start of the coming school year.

_____ **ALMUNI & SOCIAL MEDIA (parent admin)**

- Comprise email of alumni and keep informed of special events happening at the preschool.
- Maintain Facebook account for current families and alumni, ensuring appropriate security settings are in place.

_____ **NEWSLETTER (parent admin)**

- Compile a newsletter each month to be posted on the website, for the purposes of keeping the membership informed of preschool activities and events. Submissions are to be received from the ECE, Executive and the membership at large no later than the 30th of the month for posting by the 15th of the following month.

_____ **CLASS REP (2 Positions) (parent admin)**

- Member of the *Personnel Committee*, acting as a liaison between the class parents, the Executive and the ECE, addressing parent concerns and assisting with the resolution of any problems that may occur over the course of the year.
- Prepare monthly schedule for parents assisting in the classroom, including names of parents to be 'on-call' each week. Schedule is to be maintained on the website, and it is to be posted on the Bulletin Board at least two weeks before the beginning of the next month.

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- Responsible for keeping classes up to date on all upcoming activities and events.

____ SHARED SNACK COORDINATOR (4's class) (parent admin)

- Plan, assign and participate in the 4's shared snack which is on the 2nd Wednesday of each month, could complete a Foodsafe Certification course paid for by the Preschool, and provide ingredient list on Bulletin Board for parents.
- Be hands on in the classroom preparing, baking etc. with the children, doing the clean up necessary, arriving with recipe ingredients (most likely doing a little shopping ahead of time).

____ SCHOOL SHOPPER (parent admin)

- Purchase supplies needed for the school (program, art, office, etc) under the direction of the ECE.
- Reimbursement will be prompt if a school credit card is not available upon delivery of receipt.

____ MAKING TOMORROW CONFERENCE VOLUNTEER (events)

- Meet with other preschool volunteers to work on the organization of the conference, and be available on the 1st Saturday in May to attend the conference.

____ FUNDRAISING & EVENT ASSISTANT (2 Positions, 1 per class)(events)

- Participate as a member of the *Fundraising & Events Committee*
 - Assist with organizing fundraising and social events for the school, including organizing membership tasks.
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EXECUTIVE COMMITTEE

The following positions are elected by the membership at the Annual General Meeting in May of the previous year. Typically, no other job assignment is given to those elected.

If you are interested in sitting on the executive, please indicate in what capacity you would like to serve. Some positions may still be available.

PRESIDENT (chair)

VICE PRESIDENT 1 (personnel)

VICE PRESIDENT 2 (policy)

TREASURER

SECRETARY

ENROLLMENT & ORIENTATION

MARKETING

FUNDRAISING

PARENT EDUCATION

SOCIAL EVENTS