

**\*\*We will be drawing names out of a hat at the September parent meeting and you will be asked to pick your job right then, please have a few choices in mind in case the first thing you wanted gets picked by someone else\*\***

**LIST OF PARENT JOBS**

The following is a list of available jobs which parents undertake to partially fill their required volunteer hours for the year (the other hours are earned through monthly mandatory parent meetings) If everyone gives of their time and skills the co-op will be the best it can be for our children.

**Parent Meeting Set Up: 1 parent**

Put signup sheet for childcare needed during meetings on classroom door 1 week before meeting. Arrive 15-20 minutes early to start coffee and hot water for tea. Set out cups, napkins, cream, and sugar. Coordinate with board as to who is bringing snack and have it set up before meeting. This job requires your attention Oct, Nov, Jan, March, April and May.

**Field Trip Coordinator: 1 parent**

The field trips have been planned by the board. Your job is to make up flyers and signup sheets for each field trip to be hung up and put in all kids boxes at least 2 weeks before. Hand out and then collect permission slips and money (to be kept at school) from all families attending the field trips. This job requires your attention in Oct, Jan, March and April.

**Picture Day Coordinator: 1 parent**

Schedule our annual school picture day in the spring, including collecting orders, pre- payments, and distributing photos to families. This job requires your attention from Feb-Mar.

**Holiday Potluck Coordinators: 3 parents**

Plan, coordinate, and publicize our holiday potluck dinner to be held in December. This job requires your attention from Oct-Dec.

**Scrip Coordinator: 1 parent**

Help advertise our new fundraising program. Collect orders and then distribute to families. Also make up a flyer to put in boxes with all the info about ordering online. This job requires your attention year round.

**Fundraising Coordinator: 1 parent**

Help plan, and advertise our other fundraising events. We will be doing a preorder chocolate sale and a textiles collection. This job requires your attention in Sept, Oct, Feb and March.

**Spring Auction Gala: 5 parents**

Plan, coordinate, and publicize our major fundraiser of the year. Everyone works together for this event. You will need to collect outside donations from local and corporate businesses. Collect food and drink donation for the event. Setup and take down on the day of the event.

This job requires your attention from Jan-April.

**End of Year Picnic Coordinators: 2 parents**

Plan, coordinate, and publicize our End of Year picnic to celebrate the end of the year. You will organize food signup and fun activities for kids/families, and create a festive atmosphere. Parents need at least 4 weeks notice. This job requires your attention from March-May.

**T-Shirts: 1 parent**

This person will be in charge of making up an order sheet at the beginning of the school year to pass out in the boxes, collect orders and money (to be kept at school), place the schools order and then distribute orders to families. This job requires your attention from Sept-Oct

**Website maintenance: 1 parent**

Maintain the preschool website and make regular updates. The exact content needs to be approved by the Board before posting. The website is our main recruiting tool for prospective families, so keeping it up-to-date and accurate is important. Also, we'd welcome ideas and suggestions to improve the website design, if you like to be creative in this area. This job is ongoing throughout the year.

**Newsletter: 1 parent**

Create, print, and hand out a monthly newsletter. The board will email a list of things to go in each month’s newsletter. This job requires your attention once a month, year round.

**Book Orders: 1 parent**

Distribute book order forms to families via kids' boxes along with instructions, school number and deadlines for placing orders online. Deliver books to families when they arrive. This job requires your attention periodically throughout the year (5-6 times).

**Laundry Helper: 1 parents**

This is a job for a 3’s class family only. Take home the preschool laundry (mostly towels) on Friday. Wash it, fold it, and return it to school on your next class day. This job is weekly throughout the year

**Cleaning Party Coordinator: 2 parents**

Organize a smooth and well-attended get together to deep clean the classroom in January and in May. Wintertime is mud and flu season at the preschool, so a good wipe down in the middle of the year would help keep everyone healthy. One parent could do the January party and one can do the May one or you could work together on both. There needs to be fliers in boxes at least 3 weeks prior to the event. This job requires your attention from Dec-May.

**Movie Night Coordinator: 2 parents**

Organize the annual movie night (in place of Feb. parent meeting). One parent will be in charge of snacks and beverages (putting up a sign-up sheet and trying to get some snacks donated) and the other will be in charge of the movie (projector, speakers etc.) This job requires your attention Jan-Feb.

**Maintenance: 1 parent**

We need a handy helper. Someone to drill holes, hang things and fix things**.**  This job is ongoing throughout the year.

**Home Center: 2 parents**

You will be in charge of changing the theme of the home center every couple of months. Work with teachers on what themes and items are available. For example a fire station, a doctor’s office, a restaurant, etc.This job requires your attention Sept, Nov, Feb, and April.

**We will have more detailed job descriptions to hand out once jobs have been assigned.**