

**2014 - 2015 School Year
Madison Park Cooperative Preschool
Job Descriptions**

To ensure a continually smooth operation, our Co-op depends on all families working together. When we have enough families to fill all jobs, our policy is one job per family per class. If we are not able to cover all jobs we may ask some of you to take on two lightweight jobs.

For those of you that have not already submitted job requests, please take a moment to read through the options and pick out your top three job choices. Email: mcp.outreach@gmail.com along with your information (name, telephone, email and your enrolled class). We encourage you to approach your role with energy and integrity. Hopefully, we will all find inspiration in the community that unites our children, teachers, parent educators and ourselves.

ALL-SCHOOL MEETING SET-UP ASSISTANT (2 people)

This position reports to the President. The President will notify the assistants of dates and times for the Fall All-School Meeting in September, Co-op Open House in February, and the Spring All School Meeting in April. Responsibilities include setting up chairs for each event in previously agreed upon configuration, obtaining and setting up light refreshments (coffee, bottled water, cookies), and cleaning up the room after the meeting.

MADISON PARK COMMUNITY COUNCIL REPRESENTATIVE (1 person)

This position reports to the President. Attends MPCC meetings and assures that the interests of our school are represented and heard. Updates MPCP Board with information pertaining to the interests of our school. Committee member may not be board member of MPCP to avoid conflicts of interest.

COMMUNITY OUTREACH COORDINATOR (1 person)

This position reports to the Auction/Fundraising Chair. Responsible for organizing the annual MPCP Holiday Giving Campaign, Community Outreach effort and MPCP fundraising effort if the Co-Op chooses to do something in addition to the auction. Works with the Secretary and Community Outreach Committee to finalize goals for giving and fundraising efforts. Communicates with Auction Chair to facilitate auction community outreach. Co-Op teachers should be contacted to see if there is a developmentally appropriate and meaningful way that some or all of the students could be involved in the selected outreach efforts.

AUCTION COMMITTEE (10 People; minimum of 1 representative per class) - This position reports to the Auction Chair and the President. Support the Auction Chair in the organization, preparation and hosting of the MPCP School Auction and Dinner. Attend all Auction Committee meetings. Each member will be required to participate in either set up or take down day of the auction. While all members will be required to participate in all aspects of the auction, we are specifically looking for individuals for the following roles. If you are interested in one of these roles, please note that in the comments section. Additionally, there are four "general" positions, please put "general" if interested in one of those.

- Procurement Officer: organizes acquisition and cataloguing of donated auction items.
- Decorations Officer: responsible for the décor of the auction facility.
- Registration Officer: responsible for organizing guest registration and ticketing.
- Beverage Officer: responsible for obtaining and organizing donated/purchased wine.
- Check-in/Check-out Officer: responsible for the organization of guest check-in day of auction, and check-out with appropriate tracking of donations and auction items.
- Design Officer: responsible for graphic design of auction materials.

ASSISTANT VICE PRESIDENT - MARKETING (1 person)

This position reports to the Vice President of Marketing. Works with Vice President of Marketing to create MPCP program awareness through coordination of public advertising via community bulletin boards, newspapers and magazines. Works closely with the Registrars to advertise class openings and publicizes in-house events such as all-school meetings, lectures, etc. Attends board meetings in Vice President of Marketing's absence and assists with other marketing tasks as needed. The Halloween Booth Committee, the T-Shirt Coordinator and the coordination of registration events will report to this role.

T-SHIRT COORDINATOR (1 person)

This position reports to the Assistant Vice President of Marketing. Designs and produces classroom-theme t-shirts. Produces a supply of MPCP logo T-shirts for distribution during the school year and at Registration day in the Spring. Graphic design background desirable. Organizes sales and distribution of t-shirts to each class.

NEWSLETTER COMMITTEE CHAIR (1 Person)

This position reports to the Vice President of Marketing. Publishes a newsletter three times a year to keep parents informed about school activities. Works with Class Representatives, Teachers, Parent Educators, the Board and their committees to gather news for publication. Distributes copies to all Co-op members.

NEWSLETTER COMMITTEE (2 or 3 people)

This position reports to the Newsletter Chair and the Vice President of Marketing. Supports Newsletter Chair in the creation and publishing of the MPCP Newsletter three times a year.

HALLOWEEN BOOTH COMMITTEE CHAIR (1 person)

This position reports to the Assistant Vice President of Marketing. Organizes and operates the MPCP photo booth for Halloween trick-or-treating in Madison Park. Works with Madison Park merchants to obtain decorations and supplies for the booth. Mans the booth during trick-or-treating and takes Polaroid photos of trick-or-treaters.

HALLOWEEN BOOTH COMMITTEE (3 people)

This position reports to the Halloween Booth Committee Chair and the Vice President of Marketing. Supports the Committee Chair's efforts to organize and operate the MPCP photo booth for Halloween trick-or-treating in Madison Park. Works with Madison Park merchants to obtain decorations and supplies for the booth. Mans the booth during trick-or-treating and takes Polaroid photos of trick-or-treaters.

END-OF-SCHOOL-YEAR PICNIC CHAIR (1 person)

This position reports to the Vice President of Parent Outreach. Attends board meetings in Vice President's absence. Assists the Vice President in planning the all-school picnic at the end of the school year (historically, on Sunday afternoon following last day of school). Chairs the end-of-school-year picnic committee. Assists the Vice President with other tasks as needed.

END OF SCHOOL YEAR PICNIC COMMITTEE (5 people, or as needed)

This position reports to the Vice President of Parent Outreach and the Picnic Chair. Plans and organizes the end-of-school-year picnic. Tasks include set-up and clean-up, organizing entertainments and kids' activities, purchasing food and beverages, providing supplies, etc.

ASSISTANT TEACHER SUPPORT - EVALUATION COORDINATOR (2 people)

This position reports to the Vice President of Teacher Support. Updates, distributes and mails teacher evaluation forms to parents twice a year. Collects forms, compiles findings and prepares report for Board. Assists the VP of Teacher Support to communicate the survey results to the teachers and the parent educators. Reports the results to the board in May's Board Meeting.

ASSISTANT REGISTRAR - APPRENTICE (1 person) The "Assistant Registrar - Apprentice" reports to the Registrar and works with the Registrar to learn the Registration System and all Registration related tasks throughout the year to prepare for becoming Registrar, on the Board of Directors, the following year. Primary job function is to assist with recruiting new and returning families by reviewing/responding to incoming email messages and monitoring/designing registration-related website content. Assists with other tasks as determined by the Registrar. This person should be comfortable with spreadsheets, communication, and data management.

ASSISTANT REGISTRAR - EVENTS (1 person) This Assistant Registrar reports to the Registrar. Helps coordinate and run the Preschool Fair, Open House and Registration Day in late winter. Other tasks as determined by the Registrar.

ASSISTANT REGISTRAR - PHONE SYSTEMS (1 person) This Assistant Registrar reports to the Registrar and assists with recruiting new and returning families by reviewing/responding to/routing incoming phone messages and monitoring/updating outgoing phone messages. Other tasks as determined by the Registrar.

ASSISTANT REGISTRAR - TECHNOLOGY (1 person) This Assistant Registrar reports to the Registrar and is responsible for the management of our online Registration System (currently in Google Spreadsheets). Knowledge of Google Spreadsheets, writing queries, and/or background in programming is required. Multi-year commitment preferred.

ASSISTANT SECRETARY (1 person)

This position reports to the Secretary. The assistant secretary is responsible for the distribution of all forms and welcome packets for new families enrolling in MPCP after the start of the school year. May also assists Secretary in gathering information for the MPCP handbook and roster, and distributing handbooks to families before school starts. In the Secretary's absence takes and distributes minutes at the MPCP board meetings. Assists the Secretary with other tasks as needed.

ASSISTANT TREASURER - DEPOSITS (1 person)

This position reports to the Treasurer. Responsible for tuition deposits. Knowledge of QuickBooks and Microsoft Excel will be helpful for this position. Attends board meetings in Treasurer's absence. Assists the Treasurer with other tasks as needed.

ASSISTANT CLASS REPRESENTATIVE (7 people; or as needed per class)

This position reports to the Class Representatives. Examples of responsibilities include: creating and communicating snack and clean-schedules for the school year; sending out email reminder for the coming week's jobs; scheduling monthly parent meetings and taking minutes at parent meetings. In Class Representative's absence, attends MPCP board meetings or facilitates class meeting. Assists the Class Representatives with other tasks as needed. (Please note: you must have a child enrolled in the section for which you are applying.)

CLASS PHOTOGRAPHER (7 people; or as needed per class)

This position reports to the respective Class Representative. Takes candid photographs of each child throughout the year, during class activities and at special events (e.g. field trips). Material will be used for display in classroom, for each child's class memory album (created by parents in a class

project), for class place mat (created by the class photographers) and for newsletters. Must have own camera, be prepared to bring it to class weekly and visit class on 'drop-off' days (for Twos classes) at least once a month. MPCP will reimburse film and development expenses. (Please note: you must have a child enrolled in the section for which you are applying.)

FIELD TRIP COORDINATOR (4 people -Twos A, B, C, as well as 3 / 4 class)

This position reports to the Class Representative. Assists teacher with planning and coordinating field trips and special classes for the Twos classes. Calls field trip locations and instructors to schedule trips and classes. Works with class representatives to arrange travel plans. (Please note: you must have a child enrolled in the section for which you are applying.)

SUNSHINE COMMITTEE (1 person per class, 7 people total).

The Sunshine Committee is responsible for creating a sense of community and fostering morale with the families in their respective class. Generally, the Sunshine Committee is tasked with 1) collecting money from the class to purchase gifts for families with new babies, teachers, or others; 2) planning and coordinating activities outside the classroom, such as parent's night out, a play date at the aquarium, or other activities. Could be helpful to coordinate with Class Representative to add the Sunshine Committee report to each class meeting agenda. (Please note: you must have a child enrolled in the section for which you are applying.)

TOY CLEANING COMMITTEE (3 people)

This position reports to the Teacher and the VP of Teacher Support. Responsible for cleaning and sanitizing the toys and classroom as necessary. Unless additional help is required, cleaning will generally be done two or three times during the school year, as directed by the Teacher.

SUPPLIES COMMITTEE (2 people)

This position reports to the Teacher. Ensures the school never runs out of supplies for its day-to-day operations (toilet paper, paper towels, cleaning solution etc.). Inventories supplies for kitchen and bathroom and maintains weekly list of needed items. Works with teacher to identify supplies needed for office. Posts shopping list in kitchen for teacher and parents to indicate additionally needed products. Purchases kitchen/bathroom and office supplies based on provided list. Replenishes kitchen, office and bathroom supplies from school storage area weekly. (Costco membership required.)

LIBRARY AND BULLETIN BOARD MANAGER (1 person)

This position reports to the teacher(s). Helps select new books for purchase and enrichment of the library. Keeps inventory of existing books, organizes, repairs and discards books as necessary. Organizes all general information on school bulletin board. Edits notices on entrance door. In cooperation with teacher(s), labels and displays completed projects in the classroom.

MOVE-IN & MOVE-OUT COMMITTEE (8 people)

This position reports to the President. Works with teacher & president to conduct move-in and set up of the classroom one Saturday before the school year begins (late August or early September) and works on the Saturday after the school year ends to organize and store toys, classroom materials and furniture for the summer. Time commitment is one 4-hour shift on a Saturday before the school year begins and one 4-hour shift on the Saturday after the last day of school.

SUBSTITUTE TEACHER (1 person)

This position reports to the VP of Teacher Support. Substitute teacher goes through the schedule and materials with the teacher at the beginning of the year to become familiar. If and when the teacher is taking a sick day, the VP of Teacher Support calls the Substitute. The Substitute informs

the Class Representatives of that day that the teacher is gone but class will go on, lets the classes in the building, set up the classroom for the day, leads circle time, tidies up and locks the building after the class has left. If the substitute cannot fill these duties they find someone else at the Co-op who can. Requires current Red Cross CPR/First Aid Certification.

CPR TRAINING COORDINATOR (1 person)

This person reports to the Parent Educator. Organizes a CPR training for all interested Co-op families during the early fall. This requires contacting families in early September to gauge interest, finding a date that works with most families and scheduling a certified CPR trainer. It is imperative that this training happen as soon as possible in the school year so that each class has the required number of CPR certified adults in the classroom at all times including in the event of teacher absence. Also, assists Risk Management Chair (board position) in keeping the First Aid Kit up to date (this is kept in the classroom).

LAUNDRY COMMITTEE (2 people)

Report to the teacher. Clean towels, smocks, and other items as necessary.

WEBMASTER (1 person)

This position reports to the Vice President of Marketing. Maintains and enhances MPCP Website. The Webmaster should create open line of communication with the Vice President of Marketing and Board members regarding relevant website postings. Relevant postings may include: Board Slate, Newsletters, Letters from Board Executives, Class Schedules, food allergies/dietary restrictions by classroom, other Health/Safety issues and Frequently Asked Questions, classroom photographs and links, and MPCP documents such as Parent Handbook and volunteer job descriptions and assignments. The Webmaster should highlight Community Outreach projects and fund raising activities. Awareness of Internet safety and protection of personally identifiable information is important. Dreamweaver capabilities (or strong willingness to learn) required.