

## Parent Jobs

Because parents run MPCP, each member family is asked to select and complete a parent job during the year or serve as an officer on the MPCP Board. Member families are required to hold one job per class they have a child enrolled, unless they serve on the Board of Directors, in which case a member family need only hold one parent job. Siblings in two different classes consequently require the family to hold two parent jobs, whereas siblings in the same class require only one parent job.

In any given year, but especially for the school year 2020-2021, all jobs are subject to change and your flexibility is appreciated. Not all the jobs listed below will be offered when MPCP opens virtually in the fall of 2020, and we may ask parents to switch roles if/when we do open in person. We have included all the school jobs offered in a typical year for your reference. Individual job responsibilities will be adapted as circumstances change.

If we are unable to fill all the necessary jobs to ensure the school is able to run, we will ask parents to take on additional tasks. Support will always be available for parents to ensure they can fulfill their roles.

MPCP's Vice President of Parent Outreach assigns jobs and provides member families with detailed information regarding jobs selected.

## Board of Directors Job Descriptions

**PRESIDENT (1-2 people)** — The President presides over the Board of Directors (BOD) and has the responsibility of supervision and management of the BOD. Specific job tasks include: managing the relationship with Seattle Parks department, including any lease amendments and tax exemption; working with VPs and other Board members to ensure jobs are being completed; writing introduction letters for the handbook; managing relationship with SCC, including renewing SCC affiliation each year; helping with Class Representative training; attending SCC Board training; communicating with membership; setting the agenda and running all BOD meetings (once/month, except July and December); managing any classroom issues including grievances or problems; securing speaker for all-school meeting; organizing, attending and speaking at orientation meeting in September, open house in February and all-school meeting in April; overseeing the All-School Meeting Setup Team. Attends the Seattle Central College's Parent Advisory Council (PAC) Risk Manager and Leadership Conference for Board members held in the fall of each year. This position may be equally shared by two people.

**VICE PRESIDENT OF TEACHER AND CLASS SUPPORT (1 person)** — Responsibilities include recruiting, managing, and helping develop teachers and Parent Educators, along with their contracts. Planning, executing, and reporting on spring and fall school surveys.

Oversees Class Representatives and liaises between Class Reps and the BOD. Attends BOD meetings and provides Class Rep reports to the BOD via email at least one week before the meeting.

**VICE PRESIDENT OF PARENT OUTREACH (1 person)** — Assigns jobs for each family in co-op. Organizes and keeps list of job descriptions for the entire co-op. Assists School Director and other BOD members with making sure their respective families are reporting to and performing their jobs as necessary. Assists President(s) with recruiting future BOD for following year. Attends BOD meetings.

**VICE PRESIDENT OF MARKETING (1 person)** — Create MPCP program awareness through coordination of public advertising via community bulletin boards, newspapers, magazines, social media and the MPCP website. Works closely with the Registrar to advertise class openings and publicizes in-house events such as all-school meetings, lectures, etc. Liaises with Community Outreach Chair to communicate MPCP's community outreach activities. Implements other marketing tasks as needed. Oversees the Marketing Team (Social Media Manager, Webmaster, Merchandise Coordinator). Arranges and attends yearly meeting between Marketing Team and President(s), to take place by the start of the school year, to agree targets and deadlines for the coming year. Oversees the Spring Preschool Fairs' Team. Attends BOD meetings.

**TREASURER (1 person)** — Responsible for recording, tracking, and reporting the MPCP's finances. The Treasurer oversees and trains the Assistant Treasurer. The Treasurer supervises collection of tuition and all other money generated by MPCP, handles the disbursement of all co-op monies, and files quarterly/annual/employment taxes accordingly. Works closely with MPCP's accountant and manages online tuition payments. Prepares an annual budget for upcoming year and has all books prepared for annual review. Provides the monthly financial report to the BOD via email at least one week before the meeting. The Treasurer also oversees the Fundraising Chair and liaises between the Fundraising Chair and the BOD. Attends BOD meetings. Attends the Seattle Central College's Parent Advisory Council (PAC) Leadership Conference for Board members held in the fall of each year. Also attends Treasurer-specific training provided by SCC/PAC.

**SECRETARY (1 person)** — The Secretary is the caretaker of records for the MPCP, specifically the BOD meetings and correspondence. The Secretary is also responsible for updating and creating and distributing (in early August) the Welcome Email, which includes key forms, contact information, and the Parent Handbook. Other responsibilities include: attending and keeping complete minutes of the BOD meetings; distributing the minutes via email at least one week before the meeting; presenting amended minutes for approval at the BOD meetings; maintaining an up-to-date list of Board officers; printing and managing BOD sign-in at meetings; organizing BOD hosting/snack/drink schedule; managing correspondence for the group and keeping records; supporting the President(s) by tallying

votes. Attends the Seattle Central College's Parent Advisory Council (PAC) Leadership Conference for Board members held in the fall of each year.

**REGISTRAR (1 person)** — The Registrar is responsible for oversight and execution of MPCP's registration processes and maintenance of school and class rosters. Responsibilities include: oversight of registration for all new and returning families during open enrollment and filling of class openings throughout the school year; attending BOD meetings; providing monthly reports to BOD via email at least one week before the meeting regarding enrollment numbers and updating BOD members when new families join the school (particularly Secretary, Class Reps, Treasurer, and VP of Parent Outreach); utilizing, maintaining, and enhancing registration systems to build and maintain rosters (as needed); notifying VP of Marketing of need for prospective family lead generation to fill open spaces in classes and to promote enrollment events (primarily open house and open registration); coordinating with teachers and various BOD members to facilitate enrollment events (open house, school tours, open registration); communicating with prospective families and extending offers of placement into classes; working with Assistant Registrar to facilitate activities related to registration.

**PAC REPRESENTATIVE (1 person)** — The PAC Rep is MPCP's representative to Seattle Central College's Parent Advisory Council (PAC), serving as a liaison between MPCP and the PAC, encouraging collaboration between member co-ops, and facilitating the exchange of ideas and best practices under the guidance of SCC. Specific duties include attending monthly board meetings of both PAC (weekday mid-morning) and MPCP, participating as needed in team-driven projects and events, and holding a council position. Attends BOD meetings.

**RISK MANAGEMENT CHAIR (1 person)** — This position reports to the President(s), and liaises closely with Parent Educators to ensure MPCP is compliant with SCC rules and regulations. Distributes, collects and maintains immunization records, earthquake preparedness forms and emergency cards. Educates parents about co-op health and safety rules. Responsible for school-wide novel coronavirus response. Maintains first aid kit and earthquake provisions bin. Sets up emergency procedures for fire and earthquake situations. Coordinates quarterly fire and earthquake drills with School Director. Makes safety checks at school. Prepares a list of allergies and special dietary restrictions for every class. Maintains spreadsheet with details of Health/Safety/Risk Management forms for each family/child. Assures that first aid kit is up to date (this is kept in the classroom). Oversees the Cleaning Coordinator. Attends BOD meetings. Attends the Seattle Central College's Parent Advisory Council (PAC) Risk Manager Meeting and Leadership Conference for Board members, held in the fall of each year.

**COMMUNITY OUTREACH CHAIR (1 person)** — This position chairs the Community Outreach Committee, and oversees the Parks and Recreation Liaison, Public Benefic Coordinator

and Community Liaison. Responsible for planning and coordinating MPCP community events throughout the year, e.g., food and toy drives. Coordinates and communicates with the Parks and Recreation Liaison and Vice President of Marketing to advertise community events. Attends BOD meetings.

**ALL-SCHOOL SUNSHINE CHAIR (1 person)** — The All-School Sunshine Chair is responsible for creating a sense of community and fostering morale throughout the school. Coordinates three all-school playdates at the park each year at the Chair's discretion. Facilitates contact between the Class Sunshine Chairs so that they might share ideas and strategies together. Oversees the Halloween Booth Committee Chair, Holiday Cookie Decoration Team, and End-Of-School-Year Picnic Committee Chair, and updates the BOD on these events throughout the school year. The position should contact all the events committee chairs and teams in early September to pass on handover notes from the previous year's chairs and agree overarching plans for the coming year's events. Attends BOD meetings.

**BOARD ADVISOR (1 person)** — An individual with several years of co-op experience, the Board Advisor is responsible for providing advice and a sense of continuity to the President(s) and BOD, rooted in their knowledge of previous years.

#### **Parent Job Descriptions**

**ALL-SCHOOL MEETING SETUP TEAM (2 people)** — This position reports to the President(s). The President(s) will notify the Setup Team 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, obtaining and setting up light refreshments (e.g., coffee, bottled water, cookies; expenses reimbursable), and cleaning up the room after the meeting. If meeting(s) are held virtually, this role will manage all videoconference logistics.

**ART MANAGER (1-2 people)** — This position reports to the School Director. This role is responsible for assisting the teacher once a month for 1-2 hours, ideally when children are not present, at a mutually agreed time. They will display, take down, and file children's artwork, and occasionally help with preparing art projects and managing supplies.

**ASSISTANT CLASS REPRESENTATIVE (1 person per class; 6 total)** — This position reports to the Class Representatives. Examples of responsibilities include: creating and communicating snack and cleaning schedules for the school year; sending out email reminders for the coming week's jobs; scheduling monthly parent meetings and taking minutes at parent meetings; collecting fundraising money and delivering to the Treasurer. In Class Representative's absence, facilitates class meeting. Assists the Class Representative with other tasks as needed. In the absence of a Class Photographer, the Assistant Class Representative fulfills that role. Additionally, in the absence of the Art Manager, the Assistant Class Representative fulfills that role. For the school year 2020/2021 this role

will also support the Risk Management Chair. If/when classes meet in person they will double as Health and Safety Liaisons. And until classes meet in person, they will be available to the Risk Management Chair as an additional administrative (virtual) support if more people are needed.

**ASSISTANT TO THE PRESIDENT (1 person)** – This role reports to the President(s). Responsibilities include the setting up, and initiation of, Board Zoom meetings; following up with board members on specific tasks and deadlines and liaising with them regarding what they need to present at board meetings; monitoring the President(s) ‘to do’ list and helping the President(s) remain aware of actions that need attention; facilitating keys to or from the city; general coordination, e.g., maintaining a current bank signing record; working with the VP of Marketing to ensure email addresses are consistent; and other administrative tasks as they may arise. Attendance at Board Meetings is desirable but not required.

**ASSISTANT REGISTRAR (1 person)** — The Assistant Registrar reports to the Registrar and works with the Registrar to support the registration system and all registration-related tasks throughout the year. Primary job responsibilities are to assist with recruiting new and returning families by reviewing/responding to incoming email messages, maintaining and updating the alumni email distribution list and monitoring/designing registration-related website content. Assists with other tasks as determined by the Registrar. This person should be comfortable with spreadsheets, communication, data management, and any other tools managed by the Registrar.

**ASSISTANT TREASURER (1 person)** — This position reports to the Treasurer and works with the Treasurer to learn all treasurer-related tasks throughout the year. Responsible for tuition deposits. Knowledge of QuickBooks and Microsoft Excel will be helpful for this position. Monitors and maintains payment compliance using Jovial (MPCP’s dedicated registration software). Attends board meetings in Treasurer’s absence. Assists the Treasurer with other tasks as needed.

**CLASS PHOTOGRAPHER (1 person per class; 6 total)** — This position reports to the respective Class Representative. Takes candid photographs of each child throughout the year (acknowledging photo consent forms), during class activities and at special events, e.g., field trips. Responsible for class placemat (ask Class Representative for instructions). MPCP will reimburse expenses for placemats. This role may be done by the Assistant Class Representative, if needed.

**CLASS REPRESENTATIVES (1 person per class; 6 total)** — Class Reps serve as liaison between the BOD, the class and educators. They report to the VP of Teacher and Class Support. Reps attend training before the start of the school year, monthly class meetings, and all-school meetings. They host the first monthly class meeting and ensure class is current with all required forms and paperwork prior to first class. The Class Reps create agendas and

facilitate monthly class meetings. They work with the Assistant Class Reps to assign in-class job and snack schedules. The Class Rep manages class standing and brings any issues to the attention of the President(s). Facilitates (with Assistant Class Reps) in-class fundraising and collections on behalf of Treasurer and Fundraising Committee. As are all members, Class Reps are welcome to attend BOD meetings, but attendance is not required.

**CLASS SUNSHINE CHAIR (1 person per class; 6 total)** — The Class Sunshine Chair reports to the Class Representative and the All School Sunshine Chair, and is responsible for creating a sense of community and fostering morale with the families in their respective class. Generally, the Sunshine Chair is tasked with: collecting money from the class to purchase gifts for families with new babies, teachers, or others, and planning and coordinating activities outside the classroom, such as parents' night out, a playdate at the aquarium, or other activities. This position is responsible for planning three outside school activities during the school year. This position coordinates with the Class Representative to add the Sunshine Chair report to each class meeting agenda. For the school year 2020/2021 the Sunshine Chairs will also form the Events Committee, and support the All School Sunshine Chair in organizing events (virtual to start, and possibly in person as Phases change), pod formations and playdates.

**CLEANING COORDINATOR (1 person)** — This position reports to the Risk Manager, and liaises with the School Director, President(s) and Risk Manager. They are responsible for setting the protocols for, and then managing, how the MPCP space and materials are cleaned. This includes toy cleaning, end of class cleaning procedures, managing the professional cleaning service, and carpet cleaning. Liaises with the Risk Management Chair and President(s) to ensure MPCP is meeting all requirements set by SCC regarding cleaning and sanitation. Liaises with Class Representatives to communicate cleaning requirements for in-class jobs.

**COMMUNITY LIAISON (1 person)** — This position reports to the Community Outreach Chair, and serves two functions. The primary focus of this role is to build relationships with community partners to create long-term relationships with the goal of providing public benefit to other populations. This role also maintains the relationship with the Madison Park Community Council (MPCC.) While attendance at all MPCC meetings is not required, this position should attend enough meetings and build a relationship with MPCC to ensure that the interests of our school are represented and heard, and update the Community Outreach Chair with information pertaining to the interests of our school. This position may not be a board member of MPCP to avoid conflicts of interest.

**COMMUNITY OUTREACH COMMITTEE (2 people)** — This position reports to the Community Outreach Chair. Responsible for organizing and facilitating community events, other than Halloween Booth, e.g., the food, clothing and/or toy collection drives, etc. Committee

members will divide responsibilities for events. The School Director 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.

**END-OF-SCHOOL-YEAR PICNIC COMMITTEE CHAIR (1-2 people)** — This position chairs the End-of-School-Year Picnic Committee and reports to the All School Sunshine Chair. They plan the all-school picnic at the end of the school year (historically, the Sunday afternoon following last day of school). They allocate tasks to the rest of the committee and keep the All School Sunshine Chair updated on event planning. Liaises with the Risk Manager to ensure permit and insurance requirements are met. Updates handover notes for the next year's committee. Must be available to attend the event.

**END-OF-SCHOOL-YEAR PICNIC COMMITTEE (4 people)** — This position reports to the End-of-School-Year Picnic Committee Chair(s). Helps to plan and organize the end-of-school-year picnic. Tasks include setup and cleanup, organizing entertainments and kids' activities, purchasing food and beverages, providing supplies, etc. (expenses reimbursable). Must be available to attend the event.

**FUNDRAISING CHAIR (1 person)** — This position reports to the Treasurer. This person chairs the annual large event and presents a proposal to the Treasurer and President(s) including date and location options, financial goals (in concert with the Treasurer), theme of event, time plan, number of volunteers, types of donations needed, etc. This position oversees the Fundraising Committee and directs all aspects of the events, including setup, public relations, corporate contributions and recordkeeping. Liaises with Class reps and Assistant Class Reps to manage in-class fundraising and collections. Updates Board on progress and needs before and after the event to give a review/results report. Documents event for future event planning.

**FUNDRAISING COMMITTEE (4 people)** — The committee reports to the Fundraising Chair, and helps plan and facilitate the main fundraising event of the year, and other fundraising activities throughout the school year. They are responsible for obtaining fundraising participation from families, and helping families know what is required of them and how best to take part. They may lead local fundraising events, i.e., Polar Bear Plunge, Madison Park Small Business Saturday shopping event, etc., as coordinated with the Fundraising Chair.

**HALLOWEEN BOOTH COMMITTEE CHAIR (1-2 people)** — This position reports to the All School Sunshine Chair and chairs the Halloween Booth Committee. Organizes and operates the MPCP photo booth for Halloween trick-or-treating in Madison Park. Works with Madison Park merchants and works at the booth. They allocate tasks to the rest of the committee and keep the All School Sunshine Chair updated in the run up to Halloween. Liaises with

the Risk Manager to ensure permit and insurance requirements are met. Updates handover notes for the next year's committee. Must be available to attend the event.

**HALLOWEEN BOOTH COMMITTEE (2-3 people)** — This position reports to the Halloween Booth Committee Chair(s). 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 photos of trick-or-treaters. Must be available to attend the event.

**HANDY PERSON (1 person)** — Reports to the School Director. Involves doing simple, fix-it type projects around the school as needed. This position is responsible for setting up the loft in the fall and disassembling the loft in the spring. They are also responsible for the playhouse refresh; they repaint, repair and refresh the playhouse during the school year at a time mutually agreeable to the School Director and position holder.

**HOLIDAY COOKIE DECORATING TEAM (2 people)** — This position reports to the All School Sunshine Chair. Plan and run the event, which takes place in December. Source all the materials required (expenses are reimbursable), communicate the date and time to families within the school, setup and clean up after the event. Liaise with the Risk Manager to ensure permit and insurance requirements are met. Update handover notes for the next year's committee. Must be available to attend the event.

**HUMAN RESOURCE ADVOCATE (1 person)** — This position reports to the President(s). This is a pivotal point of communication for MPCP. Works closely with Class Representatives, Registrar and Treasurer to facilitate the communication and compliance of school expectations and requirements. Also works with all members, teachers and Parent Educators of the school at large to provide a neutral place to express concerns or needs for the school. Supports Class Representatives with parent grievances and serves on the Grievance Committee.

**LAUNDRY COMMITTEE (2-4 people)** — Reports to the School Director. Launder towels, smocks, and other items as necessary. Typical schedule is washing one time per week for half of the school year; job is split so families wash either the first or second half of the year.

**MERCHANDISE COORDINATOR (1 person)** — This position reports to the VP of Marketing. Designs and produces classroom-theme apparel, e.g., t-shirts, sweatshirts etc., to be ready for families to order by October 1<sup>st</sup>. Produces a supply of MPCP branded merchandise, such as bubbles and stickers, for distribution during the school year and at the End-of-School-Year Picnic. Works with the VP of Marketing to design and produce MPCP signs and pamphlets for distribution throughout the school year. Graphic design background desirable.

**MOVE-IN & MOVE-OUT COMMITTEE CHAIR (1 person)** — This position reports to the School Director. Works with School Director and President(s), as needed, to plan, organize and conduct the move-in before the school year begins (late August or early September), and the Saturday after the school year ends to move out classroom materials and furniture for the summer. Chair must be available on each of these days.

**MOVE-IN & MOVE-OUT COMMITTEE (3-5 people)** — This position reports to the Move-In & Move-Out Committee Chair. Conducts the move-in before the school year begins (late August or early September), and the Saturday after the school year ends to move out classroom materials and furniture for the summer. Time commitment is one 4-6-hour shift before the school year begins and one 4-6-hour shift after the last day of school. Committee members must be available on each of these days.

**PACKING & UNPACKING TEAM (2-3 people)** — This position reports to the School Director. Works with the School Director to assist with unpacking school materials and supplies on the day following the move-in to the school each fall, and assists to pack the items on the day prior to the move-out in the summer. Time commitment is one 4-6-hour shift on each of these days. Team members must be available on each of these days.

**PARKS AND RECREATION LIAISON (1 person)** — This position reports to the Community Outreach Chair. This position is responsible for all interaction with Seattle Parks and Recreation, including communicating community events for advertisement. Helps the MPCP President(s) and Board plan and coordinate interaction with the Seattle Parks Department including permits, Bathhouse lease and transfer of keys for move-in/move-out, and any special projects. A strong commitment to the co-op, organized nature and attention to detail are important for success in this role. The position works with the Public Benefit Coordinator to produce the Public Benefit Plan in October and the Public Benefit Report in May.

**PUBLIC BENEFIT COORDINATOR (1 person)** — This position reports to the Community Outreach Chair, and works closely with Class Reps and the Community Outreach Committee. The position works with the Parks and Recreation Liaison to produce the Public Benefit Plan in October and the Public Benefit Report in May. This position strives to facilitate our preschool's commitment to public benefit, and helps lead and organize outreach events aligned with our public benefit goals, e.g., YWCA Thanksgiving baskets, toy and kid clothing drives to Westside Baby, etc. Works closely with the President(s) to facilitate public benefit events, for example extending invitation to wider community to attend guest speakers, sourcing locations for guest speakers, liaising with marketing team to communicate public benefit events, etc.

**RESOURCES MANAGER (1 person)** — This position reports to the School Director and the President(s). This role will post advertisements (on websites such as NextDoor) for items

the School Director wants sold, and facilitate the pickup and payment for any sold items; money raised will go to the scholarship fund. This role facilitates the purchase of Board-approved items identified by the School Director for the classroom. They also manage miscellaneous resource concerns, for example the return of items that do not meet the school's needs.

**SOCIAL MEDIA MANAGER (1 person)** — This position reports to the VP of Marketing. This person maintains all social media channels for MPCP and is responsible for posting regularly to these channels as well as creating ways for the MPCP to follow, post and share on MPCP social channels. Social channels include Facebook and Instagram. This person should explore and maintain paid media opportunities to promote registration on channels such as Instagram and propose, with the VP of Marketing, a plan of record for yearly social media spend, manage that spend and monitor results. This position must ensure that all social media channels are compliant with MPCP privacy policies, be aware of internet safety guidelines, protect personally identifiable information and ensure that photography of children is approved before usage. Social media should be used to foster community, share the benefits of MPCP, and attract new families interested in enrollment.

**SPRING PRESCHOOL FAIRS' TEAM (2 people)** — This position reports to the VP of Marketing. They are responsible for coordinating MPCP presence at spring preschool fairs (generally two or three). They liaise with the PAC Representative and President(s) to agree which fairs to attend and plan how to take part. This role is responsible for ensuring MPCP is represented at the fair(s).

**SUBSTITUTE TEACHER (1 person)** — This position reports to the VP of Teacher and Class Support. The Substitute Teacher meets with the School Director at the beginning of the school year to become familiar with the schedule and materials. If and when the School Director is taking a sick day, the VP of Teacher and Class Support calls the Substitute Teacher and the Class Representatives to let them know that class will still be held. The Substitute lets the class in the building, sets up the classroom for the day, leads circle time, tidies up and locks the building after the class has left. If the Substitute cannot fulfill these duties, then class is canceled for the day. Requires current Red Cross CPR/First Aid Certification. Ideally this person has experience leading preschool classes.

**WEBMASTER (1 person)** — This position reports to the VP of Marketing. This person maintains and enhances MPCP website. The Webmaster should create an open line of communication with the VP of Marketing and BOD regarding relevant website postings. Relevant postings may include: Board slate, newsletters, letters from Board executives, class schedules, registration and enrollment information, other health or safety issues and frequently asked questions, classroom photographs and links, and MPCP documents such as the 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.