

## **ROLES AND RESPONSIBILITIES OF VOLUNTEER POSITIONS**

### **Overview**

These positions are filled by appointment after a person or persons express a desire to participate in a capacity. Appointments will be made prior to the start of school, and volunteers for any remaining unfilled positions will actively be sought during Coffee Hour, on the first day of school. Volunteer positions run with the school year only.

All parents are considered to be “bakers” and “cleaners”. In other words, any parent can be contacted to bake for Corporation meetings and/or help with the semi-annual cleaning of the Preschool equipment. Of course, this is subject to your own availability. If you have special expertise in these areas, you should note it on the *Volunteer Position Sign-Up Sheet*. This includes expertise of any member of the family.

Please review the following section carefully and determine what type of involvement is most desirable to you. Then indicate it on the *Volunteer Position Sign-Up Sheet* and mail the sheet to the Preschool no later than **May, 1 2018**. Your personal responses will be kept confidential. If you have a strong feeling about a volunteer position which you are seeking, please indicate it on the sheet.

### **School-Wide Positions**

1. **TEACHER HANDBOOK & CURRICULUM REVISION:** Under guidance from the teaching staff, members will be responsible for reviewing the Preschool's curriculum and teacher's handbook and will make recommendations for improvements and/or adjustments to keep them current. In order to serve on this committee, you must be an active member on the MHPS Board or have served previously on the MHPS Board.
2. **PERSONAL SHOPPER/EQUIPMENT & SUPPLY:** Updates equipment and supply inventories of the Preschool with the teachers. Also provides the Executive Committee with requests for equipment and supplies. The teacher will give at least one week's advance notice of any needed equipment and supplies. During Preschool recess it might be necessary to receive any shipments, verify invoices and advise the Treasurer in order that payments may be made. In this job you are asked to upfront the money for supplies and be reimbursed by the school.
3. **SCHOLASTIC BOOK ORDERS COORDINATOR:** This person coordinates the student's book orders through Scholastic Book Club including providing the order forms, collecting payment from students and remitting to Scholastic Book Club. In addition, the coordinator is responsible for the distribution of received orders to the students/parents.
4. **MAINTENANCE COORDINATORS (REPAIR SKILLS/CARPENTRY, ETC.)** Assist in maintenance of the classroom and equipment used by the Preschool. Responsibilities include repairing any broken items if at all possible and returning them to the Preschool in a timely fashion, cleaning playground equipment for the start of the year and fence/play yard maintenance. (Approximate time commitment is 4-6 hours yearly).
5. **MILK DELIVERY:** This person picks up the milk weekly. The Treasurer will provide

the reimbursement or funds for the milk purchase.

6. **CLASSROOM RECYCLING:** This person picks up the classroom recyclables on an as needed basis and recycles them for the Pre-School. Items such as plastic water and milk bottles, cardboard, as well as empty cleaning products will need to be taken to a recycling center.

### **Event Coordinators**

1. **COFFEE HOUR:** Responsible for coordinating and providing refreshments, and for room set-up and clean-up, for the annual coffee hour for member's class. (Held the 1<sup>st</sup> week in September.)
2. **OPEN HOUSE:** Members would be responsible for coordinating and providing refreshments, and would assist the teachers with room set-up and cleaning. They would be responsible for preparing play dough and balloons which are used as take-home gifts for visiting students. They would also be available to purchase any necessary supplies ahead of time. All purchases can be reimbursed by preschool. (Held the 3<sup>rd</sup> week in January.)
3. **GRADUATION/MOVING-UP CEREMONY:** Members would be responsible for coordinating with the teachers and Executive Board to provide assistance in planning the event. This includes arranging for the creation of programs, creation and sale of DVD's providing serving refreshments, set-up and clean-up of the facility and purchasing any necessary supplies. (All purchases can be reimbursed by preschool.) This committee is best suited for parents of 3 year olds so that the 4 year old parents can enjoy graduation. (Usually held on the second Saturday in June.)

## **Class Positions**

1. **PARENT AIDE:** A parent aide is one who is available and willing to assist the teacher or aide in the absence of the other. It is necessary to be available upon short notice and for other siblings to have care elsewhere. The Vice President of Administration will call as soon as an absence is reported, which often times is the morning of the absence. In the capacity of a parent aide, it will be necessary to help students with bathroom and clean up functions, craft projects and generally be a second set of hands for the teacher or aide. **IT IS IMPERATIVE THAT CLASSROOM ACTIVITIES OF INDIVIDUAL STUDENTS BE KEPT CONFIDENTIAL!**
2. **ROOM PARENT:** Room parents will prepare the monthly snack calendar and will work closely with the teacher in scheduling and arranging special events for the class. While arranging special celebrations, it may be necessary to contact parents to send in special snacks or items and monitor sign-up sheets to ensure full participation.
3. **LIBRARY PARENT/COMMITTEE:** Two people per class are needed to come into the classroom for the collection and signing out of library books during class library time. The library parents will work as a committee and repair any damaged books, catalog new books as they arrive and inventory books at least once annually
4. **ART COMMITTEE:** Members of this committee will be responsible for assisting the teacher, when needed, in preparing items for classroom activities and art projects. Typical requests include cutting, laminating, and making play dough. Frequently, this work can be brought home to complete.

Updated: Nov 2017