

---

## ***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. Your personal responses will be kept confidential. If you have a strong feeling or passion about a volunteer position which you are seeking, please indicate it on the sheet.

### **School-Wide Positions**

**A. 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.

**B. PLAYGROUND AND BIKE SHED MAINTENANCE COORDINATOR:** This person coordinates the cleanliness and safety of our playground and bike shed. By arranging a playground cleaning day or doing themselves to ensure the equipment is clean, no bees/ wasps and equipment is intact prior to the first day of school and once again in the spring or as needed. The bike shed also needs to be kept tidy and helmets accessible.

**C. 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 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).

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

## **Classroom Positions**

### **A. PARENT AIDE AKA. TEACHER SUB (3 per class needed)**

- Persons signed up are the first “go to” when a substitute is needed. Dates of subbing may be planned or unplanned/ last minute.

### **B. LIBRARY PARENT (2 per class)**

- Will coordinate leveraging our school library the signing out and return of books by each student.

### **C. PLAYDOUGH & ART COMMITTEE (2 -3 per class)**

- Creates a playdough making schedule to ensure the classes have clean and fresh playdough as needed. Will create sign up forms for the teachers for special projects and replenishment of art supplies

### **D. FUNDRAISER ASSISTANT (at least one per class)**

- Collaborate with your classrooms PAL in the communication and any collection of fundraiser materials and money. Explore additional fundraising opportunities with the Co-Chair.

## **Event Coordinators**

### **A. COFFEE HOUR- First day of school**

- Responsible the annual coffee hour for their designated class which is held the first day of school and serves as the parent/ grown-up orientation. They will coordinate and provide refreshments, set-up/clean-up, and ensure the required materials (Handbooks and forms are ready

### **B. OPEN HOUSE:**

- Responsible for coordinating with the teachers and assisting them with room set up and cleaning. Will organize refreshments, playdough baggies for visitors and decorations. They would also be available to purchase any necessary supplies ahead of time. All purchases can be reimbursed by preschool.

### **C. GRADUATION/MOVING-UP CEREMONY:**

- Responsible for coordinating with the teachers and Executive Board to in planning the event. This includes arranging for the creation of programs, creation, and sale of the slideshow, 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 old's so that the 4-year-old parents can enjoy graduation.

**Remember with a parent co-operative our tuition may be affordable, but you pay/ contribute with your time/ volunteerism. We only remain open due to fundraising and every family participating.**