



REFERENCE - PRESCHOOL JOB SELECTION LIST

EXECUTIVE POSITIONS These positions are elected at the May Annual General Meeting and require attendance at the Executive Meeting first Tuesday of every month from 6pm onward.

President	Oversees the operation of the preschool; chairs the executive and general meetings.
Vice-President	Oversees the preschool building and things pertaining to the building; arranges substitute teachers; assists the President.
Secretary	Takes minutes at the executive and general meetings.
Treasurer	Oversees the "money" aspects of the preschool (this position runs from January to December) Assisted by Treasurer-Elect: key contact with preschool bookkeeper, cheque requisitions and reimbursement, staff payroll, financial year-end reports, reporting to membership, tuition tax receipts, annual budget preparation with budget committee.
Enrollment Coordinator	Oversees the registration of all new and returning children (this position runs from January to December)
Orientation Coordinator	Oversees the orientation of new parents to the preschool and the New Parents' Coffee Party (this position runs from January to December).
Fundraising Coordinator	Oversees the year's fundraising activities.
Special Event Coordinator	Oversees the year's Silent Auction event.
Parent Education/Resources	Arranges the speakers for the general meetings; confirms that members are fulfilling their parent education requirements; follows up on attendance/homework and maintains Parent Resources.
Class Representatives (4)	Organizes and distributes duty schedules and information for their respective class; acts as a liaison between their class and the executive.

GENERAL MEMBERSHIP JOBS are delegated by the Job Coordinator in consultation with the teachers, the President and the Enrollment Coordinator. Each job should take about an hour and a half of your time per month subject to peak periods.

Category A : Administration

(choose minimum 1 job from this category)

- A1 Enrollment Assistant (Elect & Regular) (2)** - Assists the Enrollment Coordinator with all duties, including preparing cubbies, preparing for enrollment, class lists, helping with Alumni Enrollment Day, General Enrollment Day and the Coffee Party, ensuring all paperwork is submitted and complete.
NOTE: Elect position assists Enrollment Coordinator September to December and takes over as Coordinator in January until the following December. Computer and spreadsheet skills (excel) are required.
- A2 General Meeting Coordinator** – Develops the monthly schedule for the general membership (each family is required to assist with the set up of one general meeting). Ensuring each month the family assisting set-up will also be required to replenish the kitchen basics (milk, cream, coffee, etc) (list is in the kitchen); arrives early to unlock the school and to supervise the set up.

NOTE: Number beside position in brackets (#) – Indicates how many people are needed

- A3 Job Coordinator** – Assigns jobs at the beginning of the school year; ensures jobs are carried out throughout the year; check on jobs in October/November; collects and revises job books as needed.
- A4 Orientation Assistant** – Assists the Orientation Coordinator to plan orientation for incoming duty parents, coffee party, May AGM, orientation night and observation days. **NOTE: this role assists the current Orientation Coordinator until December and then in January becomes the elected Orientation Coordinator, and the former Coordinator will then assist.**
- A5 Treasurer’s Assistant 1** – Prepares deposits, issues tax receipts, handles cash at the Silent Auction, picks up mail, prepares grant applications, etc. **NOTE: this role assists the Treasurer until December and then the following January becomes the elected Treasurer, and the former Treasurer will then assist from January to June.**
- A6 Treasurer’s Assistant 2** – Prepares deposits, issues tax receipts, handles cash at the Silent Auction, picks up mail, prepares grant applications, etc. This position remains an assistant position.
- A7 Website/Computer** - Maintains all computer, iPad, & printer equipment including monthly virus scans & weekly software updates; updates and maintains the content of the preschool website. **Computer skills are required.**

CATEGORY B : Cleaning & Maintenance

(choose minimum 1 job from this category)

- B1 Back Room Organizers & Toy Cleaners (3)** - Comes to the preschool to clean small toys and large equipment on site by hand or by using the dishwasher, (depending on the material), dry the materials, and put it away to its storage location. Time commitment: approximately once or twice a month before or after class time.
- B2 Green Cleaning Team Coordinators (2)** - Schedules the bi-weekly cleaning dates at the preschool in partnership with the other coordinator; attends and supervises cleaning approximately once a month (needs email access to communicate with team members and send scheduling reminders). Schedules team members for the silent auction event setup or take down as soon as the date is confirmed.
- B3 Green Cleaning Team Members (10)** - Shares responsibility for cleaning of the preschool, coming in one evening a month (usually on Wednesday) for about 1 hour as well as helping with the set up, delivery and/or clean up of special events. This also includes the silent auction fundraiser held in February/March which will require about 30-45 minutes for event setup or take down.
- B4 Inside and Outside Area Maintenance** - Ensures that the all indoor and outdoor equipment (appliances, bike helmets, hockey sticks, pucks, balls etc.) are in good working order; replaces or arranges repairs of equipment when necessary. The outdoor area may need occasional tidying up of debris using the leaf blower. Takes home (or to the recycling depot beside the Canada Games Pool) classroom recycling box materials every week. This job can be done on a weekend.

CATEGORY C : Fundraising

(choose minimum 1 job from this category)

- C1 Fundraising Assistants (4)** – Assists the Fundraising Coordinator with the ongoing fundraising initiatives throughout the year (Scholastic, Plates & Sweatshirts, Family Photos, Pub Nights, Meat Pie orders and whatever other fundraising initiatives are decided on by the team).
- C2 Special Event Assistants (14)** – Assists the Special Event Coordinator with the year’s Silent Auction, typically held in March. The bulk of this work is done from November-March, with regular team meetings.

NOTE: Number beside position in brackets (#) – Indicates how many people are needed

C3 Grant Writer – Works with teachers and executive committee to research new grant opportunities and complete grant applications and letters. Previous grant writing experience an asset.

CATEGORY D : Operations

(choose minimum 1 job from this category)

D1 Emergency Preparedness, Health & Safety Coordinator - Will be responsible for the **Monthly Outdoor Maintenance Checklist, Monthly First Aid Kit Checklist. Comfort Kit Checklist one for each child with of all items required.**

D3AM Photography – Takes photographs of various special events at the preschool or assigns job to another parent; collects and collates photographs provided by members; creates memory CD at year end for all families in the class; filing of art and assisting with year-end books/envelopes.
D3PM
D4AM
D4PM

Choose the correct code with your child’s class > Example: is for 3 year old afternoon PM class D4PM

D5 Laundry (4) (Car & Washer/Dryer Required) – Takes home and washes laundry generated at the preschool (including kitchen linens, art cloths, and cleaning cloths); at least one 3s and one 4s parent.

D6 Mail Collector/ Photocopier – Collect mail weekly from the Belmont post office and bring it to the teachers; make photocopies as required for teachers. Responsible for Scholastic Book orders.

D7 Supplies Purchaser (Car required) – Purchases large and small supplies for the preschool as required on an ongoing basis. Responsible for filling supplies order form (such as creative children orders) as required by educators. Approximately 2-3x a year.

CATEGORY E : Communications

(choose minimum 1 job from this category)

E1 Newsletter Editor – Prepares a monthly newsletter for the membership; solicits information from the executive, researches interesting articles for inclusion in the newsletter.

E2 Personnel (2) – This position is assigned by the President, in consultation with other executive members; provides an objective voice in times of conflict (one per grade / prefer one male, one female).

E3 Social/ Network Coordinator – Plans, communicates and supervises 3-5 outside-of-school social events for all preschool families throughout the year, such as family nature walks, pub nights, pumpkin patch visits, etc. Events are planned in conjunction with teacher’s scheduling and fundraising coordinator. Works with the marketing and fundraising teams, class photographers and teachers with promoting the preschool within the community using all QPPS social media platforms and online initiatives.

E4 Marketing/Promotions – Assists the enrollment coordinator and team (and teachers) with promoting the preschool within the community, including signage and web promotion; liaises with president, enrollment, and fundraising/special event coordinator for direction.

Updated September 2018

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