



## **Semi Participating Member Positions**

Lunch Shoppers
Kitchen Cleaner
Cleaner
Members Event Leader
Member Event Convenors
Marketing Community Liaison
Marketing Photographer
Scholastic/Telephoner (Emailer)
Newsletter
Assistant to Social Events Chair
Special Events Committee
Equipment & Maintenance Team
Displays

# Lunch Shoppers

**Skills Preferred:**

- Ability to complete responsibilities independently
- Access to a vehicle in order to shop and pick up groceries
- Ability to meet deadlines

**Responsibilities List:****2 people**

1. Each week shop for and pick up items required to make lunch and snacks as identified on the snack menu (provided by Supervisor) and deliver to the school.
2. On a weekly basis, shop, deliver and put away groceries from Freshco in Orangeville on Sundays and deliver to the school.

**Process Details:**

Once per week, the School Cook submits a grocery list to the shopper, who then goes and shops for the groceries and puts away in the kitchen at the school. This is put on a school account. Occasionally, items unavailable at Freshco are required and the shopper will need to shop and purchase these items from an alternate store. Receipts must be submitted and will be reimbursed by the school for the items. Items for a week are required at the school by the Sunday.

**Timeline Details:**

8 hours per month

# Kitchen Cleaner

**Skills Preferred:**

- Attention to detail
- Ability to complete responsibilities independently
- Desire for cleanliness

**Responsibilities List:**

1. Purchase and deliver all non-food school supplies (i.e. cleaners, first aid supplies, play dough supplies, etc...).
2. Thoroughly clean and organize the Kitchen cupboards and appliances (fridge/freezer, washer, dryer, oven/stove) once per month.
3. Remove dryer lint once per month.
4. Clean out vacuum once per month.
5. Inspect and maintain first aid kits and emergency evacuation bags monthly.

**Process Details:**

In late August, completely clean out Kitchen cupboards and all appliances in preparation for start of the school year. Identify any need for replacement items (i.e. juice jugs, cookie sheets, etc...). Remove dryer lint and empty vacuum. With list of items needed, inspect all first aid kits along with the emergency evacuation bags and create a list of necessary replacement items. Purchase any Kitchen and/or first aid supplies and put away.

On a weekly basis, check list in Kitchen identifying any necessary supplies needed, such as cleaners or play dough supplies. Purchase items and put in appropriate area. Expense any purchases to the school for refund.

On a regular monthly basis, clean Kitchen cupboards and appliances, purchase and replace Kitchen supplies as needed, remove dryer lint and empty vacuum, and inspect and replace any necessary items for first aid kits/emergency evacuation bags.

**Timeline Details:**

Busy during the last week of August to get everything updated for the new school year then mostly monthly requirements throughout the remainder of the school year. Possibly, some weekly supply purchases are needed. Expect 4-5 hours per month.

**Reports To:** School Supervisor

# Cleaner

**Skills Preferred:**

- Attention to detail
- Ability to complete responsibilities independently
- Desire for cleanliness

**Responsibilities List:**

1. Complete thorough cleaning of bathrooms, cubbies, windows, ledges, children's chairs and tables once monthly
2. Other classroom cleaning as required

**Process Details:**

Once per month complete a thorough cleaning of both washrooms, including cleaning the outside of toilet bowl and all around the toilet. Cleaning and mopping the floors, and any other areas in washroom that are in need. Clean and wipe down all windows and window ledges. Thoroughly wash and clean all children's chairs and tables in the classrooms.

**Timeline Details:**

Consistently busy throughout school year. Expect 3-4 hours per month.

**Reports To:** School Supervisor

## Members Event Leader

### **Skills Preferred:**

- Great organization
- Ability to delegate responsibilities
- Ability to work with Member Event Convenors effectively
- Great communication skills and ability to take initiative

### **Responsibilities List:**

1. Must store the events bin at their residence and take an ongoing inventory of its contents.
2. Ensure that it is stocked and maintain a plentiful amount of supplies such as napkins, cups, table cloths, cutlery, plates, etc. for each event.
3. Coordinate the events convenors to ensure that adequate amount and a variety of food is provided including fruit and/or vegetables at each event.
4. Prepare and supply peanut free treats for events
5. Set-up and clean up for all special events (approximately 1 per month) held during the day.
6. Oversee the Christmas Concert (including arranging Santa and purchasing or making gifts for the children) and Graduation (including arranging food and/or beverages).
7. Set-up and clean up for all General Meetings and Open Houses (usually twice per year) held in the evenings.
8. Replace needed items for special events (i.e. napkins, table cloths, Styrofoam cups, etc.) and expense only these items to school for reimbursement.

### **Process Details:**

Special events occur approximately one per month during the day. They include a Halloween Party, Christmas Party, Special Guest Days, etc.... Set-up includes displaying coffee/tea or other beverages and any food items on tables for membership to enjoy. It also entails putting out napkins, cups, etc. that are in a bin for special events. These supplies need to be replenished on occasion and you can expense the costs to the school for reimbursement. Juice, cream, coffee and tea are the only food items that can expense to the school. Clean up includes putting away all items. General Meetings are the same requirements except they are held in the evening.

Overseeing both the Christmas Concert and the Graduation ensures that no elements are left unorganized. Working in conjunction with the Supervisor, you would ensure that Santa is arranged for the Christmas concert, any necessary decorations are arranged/purchased, and that children's gifts are arranged. You would ensure all food/beverages are available for set-up. For the Graduation you would ensure that graduation caps are made and all food/beverages are available for set-up. For both events you would cleanup.

### **Timeline Details:**

Basically busy once per month setting-up and cleaning-up needed items for events. This typically will take you 4 hours with set-up, event held, and cleanup.

**Reports To:** School Supervisor

# Member Event Convenors

## **Skills Preferred:**

- Great organization
- Ability to work within a team
- Ability to take initiative

## **Responsibilities List:**

1. Prepare and supply peanut free treats for events
2. Set-up and clean-up for all special events (approximately 1 per month) held during the day.
3. Oversee the Christmas Concert (including arranging Santa and purchasing or making gifts for the children) and Graduation (including arranging food and/or beverages).
4. Set-up and clean-up for all General Meetings and Open Houses (usually twice per year) held in the evenings.
5. Replace needed items for special events (i.e. napkins, table cloths, Styrofoam cups, etc.) and expense only these items to school for reimbursement.

## **Process Details:**

Special events occur approximately one per month during the day. They include a Halloween Party, Grandparents Day, Special Guest Days, etc.... Set-up includes displaying coffee/tea or other beverages and any food items on tables for membership to enjoy. It also entails putting out napkins, cups, etc. that are in a bin for special events.

These supplies need to be replenished on occasion and you can expense the costs to the school for reimbursement. Juice, cream, coffee and tea are the only food items that can expense to the school. Clean up includes putting away all items. General Meetings are the same requirements except they are held in the evening.

Overseeing both the Christmas Concert and the Graduation ensures that no elements are left unorganized. Working in conjunction with the Supervisor, you would ensure that Santa is arranged for the Christmas concert, any necessary decorations are arranged/purchased, and that children's gifts are arranged. You would ensure all food/beverages are available for set-up. For the Graduation you would ensure that graduation caps are made and all food/beverages are available for set-up. For both events you would clean up.

## **Timeline Details:**

Basically busy once per month setting-up and cleaning-up needed items for events. This typically will take you 4 hours with set-up, event held, and clean up.

**Reports To:** School Supervisor and Member Event Leader

## Marketing Community Liaison

### Skills Preferred:

- Great creativity
- Ability to complete responsibilities independently
- Good organization
- Ability to work well within a team
- Efficient communication

### Responsibilities List:

1. Complete research for advertising purposes by contacting local community newspapers and consulting with Marketing Chair to determine most efficient way to provide advertising for the school and then make arrangements as necessary.
2. Collect all newspaper clippings relevant to the nursery school and put into the school scrapbook in the office.
3. Distribute, post, and maintain school flyers/marketing materials around town.
4. Within a team of 3 members, plan and organize the Santa Claus Parade float or alternative parade venue including registration, float theme, props, volunteer organization, and the set-up of the float or stand and dismantling.

### Process Details:

As needed, contact local community newspapers to research advertising costs and options then consult with Marketing Chair to determine most efficient way then make arrangements for advertising as decided. Throughout the year, collect all newspapers clippings from various newspapers and add them into the school scrapbook.

Approximately 3 times per year, take school marketing material and post up flyers and brochures around the area (Hillsburgh, Erin, Belfountain, Ballinafad) as notified by the Marketing Chair.

A team of 3 members is responsible for planning and organizing the Santa Claus Parade float or alternative parade venue on a Saturday in late November. This includes the registration of our float, the float theme, props, volunteer organization, and the set-up and dismantling of the float or stand on the day of the parade. Workload can be distributed within the team how they see fit.

### Timeline Details:

Lightly busy on a monthly basis with ensuring marketing for the school then a busy period in November for the parade. Expect 2-3 hours per month.

**Reports To:** Marketing Chair on Board of Directors

## Marketing Photographer

### Skills Preferred:

- Great creativity
- Ability to complete responsibilities independently
- Good organization
- Ability to work well within a team

### Responsibilities List:

1. Attend all special events and field trips to take pictures (approximately 2 times per month during school hours).
6. Download and develop pictures and load them on the school computer.
7. Forward pictures to various Board of Directors as they request them.
8. Maintain school photo albums.

### Process Details:

On a regular basis attend all events within the school and take pictures with the school's camera, for use in our photo albums and advertising. Download pictures from the camera and load them onto the school computer and develop best ones and put into photo albums. Provide pictures to various Board members as they request them (i.e. for updating the website, etc..).

Once or twice throughout the year a marketing opportunity will come up within the community. Using your creative talent, design a table which will advertise what the school has to offer and be available to set-up and take down such tables on that day, usually Saturdays.

### Timeline Details:

Busy on a monthly basis with the display case and consistently busy throughout school year with photography. Then busy periods are in November for the parade and possibly two other times with any community business fairs (for displays). The display case can be done on school hours. Expect 5-8 hours per month.

**Reports To:** Marketing Chair on Board of Directors



## Scholastic/Telephoner (Emailer)

### Skills Preferred:

- Ability to complete responsibilities independently
- Good organization
- Efficient communication

### Responsibilities List:

1. On a monthly basis, receive Scholastic flyers and distribute to all members. Then collect all orders and compile onto one order sheet. Advise school of how much money they have to order from Scholastic and obtain their order. Enter all orders online and mail cheques to Scholastic. Upon receipt of orders, sort and distribute to membership. The flyer sorting, order compiling, ordering, and order sorting can all be done at home.
2. Within a team of 2 members, using calling list provided by Supervisor, contact members to notify of such items as Orientation, General Meetings, and to notify of any snow days (school closed).

### Process Details:

Scholastic – Each month flyers come in the mail that must be date stamped with a due date (you determine) and distributed into everyone's mail slot. Once you reach the due date, collect all orders and consolidate them all onto one order sheet. All cheques, which accompany the orders, must be mailed to Scholastic in an envelope provided with the flyers. When you complete the order sheet there will be a dollar amount in free material that the school may spend. Notify this amount to the School Supervisor who will determine what items the Staff would like for the school. Include this order in with all other orders. Go online and complete the order form. Keep individual order forms for matching up to books ordered. Upon receipt of all orders, sort all books matching the order forms to the items and bag all orders for easy distribution. Take all orders to the school and provide to the Teachers to distribute to the members. Update monthly spreadsheet detailing what the school has available to spend at Scholastic and provide to Supervisor

Within a team of 2 members, using calling list provided by Supervisor, contact members to notify of such items as attending the Orientation in September, attending General Meetings (Nov & May), and to notify of any snow days (school closed). Calls for snow days must be done between 6:30 and 7:15 am.

### Timeline Details:

Busy on a monthly basis during a certain week to get Scholastic flyers out then to compile orders, then to make calls as required. Expect 3-4 hours per month.

**Reports To:** School Supervisor

# Newsletter

## **Skills Preferred:**

- Ability to complete responsibilities independently
- Good organization
- Efficient communication
- Documentation creativity

It would be easiest if the person taking on this task has the computer program Word or Publisher on their computer. If a member or the school can acquire the InDesign program, which the newsletter is currently formatted under, the former newsletter creator is willing to teach everything necessary to the successor of the newsletter which saves 4-6 hours of time per month. This is a great opportunity for someone who would like to get into the publishing, marketing or design field.

## **9. Responsibilities List:**

1. On a monthly basis, collect all school newsletter information and compile into a school newsletter for distribution by e-mail and paper.
2. Give to president and supervisor for final review at least 2 days before distribution of newsletter to membership.
3. Within a team of 2 members, using calling list provided by Supervisor, contact members to notify of such items as Orientation, General Meetings, and any snow days (school closed).

## **Process Details:**

Newsletter – Each month various members of the Board and the School Supervisor will provide you with information for the newsletter. Compile all information into an appealing and easily read document for the entire membership. Distribution is done by e-mail for those who have it, and copying the newsletter in the office and putting into mail slots for those without e-mail.

Within a team of 2 members, using calling list provided by Supervisor, contact members to notify of such items as attending the Orientation in September, attending General Meetings (Nov & May), and to notify of any snow days (school closed). Calls for snow days must be done between 6:30 and 7:15 am.

## **Timeline Details:**

Busy on a monthly basis just before the beginning of the month then quiet for the remainder except when a snow day hits or calls have to be made to members to advise of upcoming events. Expect 6-8 hours per month.

**Reports To:** School Supervisor

## Assistant to Social Events Chair

### **Skills Preferred:**

- Good organization
- Attention to detail
- Ability to delegate and coordinate other team members effectively
- Ability to meet deadlines

### **Responsibilities List:**

1. Obtain a list of special events to be held during the school year and working within a team of 6 people, plan, organize, and implement the events.
2. Always fulfill commitments to meet deadlines identified.

### **Process Details:**

On a monthly basis, meet with the Special Events Team and Special Events Chair and obtain information about event requirements for the upcoming months. Decide how to split up the work involved with each event and plan and execute the event to the best of your ability. New ideas for event activities are always welcome and appreciated. All events must meet the deadlines identified. Any questions should be directed to the Special Events Chair.

Always communicate effectively with your team and advise of any concerns.

### **Timeline Details:**

Consistently busy throughout the year ensuring all special events are prepared and ready. Expect 4-5 hours per month.

**Reports To:** Special Events Chair on Board of Directors

# Special Events Committee

## **Skills Preferred:**

- Good organization
- Attention to detail
- Ability to work with other team members effectively
- Ability to meet deadlines

## **Responsibilities List:**

1. Obtain a list of special events to be held during the school year and working within a team of 6 people, plan, organize, and implement the events.
2. Always fulfill commitments to meet deadlines identified.

## **Process Details:**

On a monthly basis, meet with the Special Events Team and Special Events Chair and obtain information about event requirements for the upcoming months. Decide how to split up the work involved with each event and plan and execute the event to the best of your ability. New ideas for event activities are always welcome and appreciated. All events must meet the deadlines identified. Any questions should be directed to the Special Events Chair.

Always communicate effectively with your team and advise of any concerns.

## **Timeline Details:**

Consistently busy throughout the year ensuring all special events are prepared and ready. Expect 4-5 hours per month.

**Reports To:** Special Events Chair on Board of Director

# Equipment & Maintenance Team

## Skills Preferred:

- General handymen/women
- Ability to complete responsibilities independently
- Ability to take initiative

## Responsibilities List:

1. Complete all equipment repair, maintenance, and installations.
2. Complete monthly playground inspection report and school checklist and provide to office.
3. Water playground trees as needed.
4. Organize annual carpet and floor cleaning.
5. Provide classroom put-away and set-up as necessary (i.e. for carpet/floor cleaning, etc..).

## Process Details:

This team consists of two families to complete requirements. Work can be split up evenly between the team members.

In July, arrange for Dutch Boy to come in to do a carpet and floor cleaning service during the last week of August, as directed by Supervisor. In November arrange for a vendor to come in to do carpet and floor cleaning service during the Christmas holidays, as directed by the Supervisor. For both, arrange to come into the school the day before to put away all classroom equipment then after the cleaning, come in to set-up the classrooms again.

Throughout the school year, regularly check the equipment & maintenance list in the office for items identified to be repaired, maintained, or installed and complete the items identified, ensuring approval by the school Supervisor upon completion.

On a monthly basis, complete an inspection of the playground with a checklist provided. Put on Supervisor's desk for filing and complete any items, which you find to need maintenance or repair. Water playground trees as necessary.

## Timeline Details:

Busy during the week before school to get everything done but then hours are lighter throughout the school year. Some of the work may be required during off-school hours and items can be taken home for repair. Expect 3-4 hours per month.

**Reports To:** School Supervisor

# Displays

## Skills Preferred:

- Great creativity
- Ability to complete responsibilities independently
- Good organization
- Ability to work well within a team

## Responsibilities List:

1. Maintain and update the display case at the front of the school monthly.
2. Within a team of 3 members, plan and organize the Santa Claus Parade float including registration, float theme, props, volunteer organization, and the set-up of the float and dismantling.
3. Arrange and set-up/clean-up the displays for the recreation and culture fair and other community marketing opportunities.

## Process Details:

On a monthly basis starting in August, change the display in the case at the front of the school using your creative talents and the supplies within the nursery school.

A team of 3 members is responsible for planning and organizing the Santa Claus Parade float on a Saturday in late November. This includes the registration of our float, the float theme, props, volunteer organization, and the set-up and dismantling of the float on the day of the parade. Workload can be distributed within the team how they see fit.

## Timeline Details:

Busy on a monthly basis with the display case and consistently busy throughout school year with photography. Then busy periods are in November for the parade and possibly two other times with any community business fairs (for displays). The display case can be done on school hours. Expect 5-8 hours per month.

**Reports To:** Marketing Chair on Board of Directors