

UNITARIAN COOPERATIVE PRESCHOOL

SCHOOL JOBS HANDBOOK

REVISED AUGUST 29 2011

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MANAGEMENT POSITIONS

CO-PRESIDENTS

- UCP board member: attends all board meetings, and chairs every other one. Prepares agendas for all board meetings. Reviews and edits board meeting minutes.
- Updates and prepares Board Notebook to be distributed at August Board Meeting.
- Keeps in regular contact with the preschool director by phone and in person.
- Must be available for brainstorming and troubleshooting.
- Represents the board at orientations and other school/church events.
- Attends one Church Board Meeting and one or two Church Council Meetings.
- Represents the preschool in person or by writing to the wider community, including the church.
- Participates in three (3) church/preschool liaison meetings per year.
- Coordinates with the other co-president, as well as the other officers on as as-needed basis.
- Serves on hiring committees to fill vacant staff positions as needed.
- Deals with legal counsel on any liability issues, e.g., employment, lawsuits, etc.
- Serves on Budget and Personnel committees. These committees meet approximately three to six times a year or as needed. Serves on Development Committee, and School Jobs Committee.
- Involved with the planning of and participation in yearly Strategic Planning Meeting.
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

V.P. DEVELOPMENT

- UCP board member: ensures reciprocal communication between the development committee, the parents and the Board of Directors.
- Ensures documentation of development strategies within the respective manuals.
- Participates in the strategic planning process for the school.
- Ensures training of parents within the development framework.
- Acts as a liaison with the VP of communication to ensure that all UCP parents are informed regarding development activities. It is helpful to put messages or announcements in the Touchpoints newsletter.

- Chairs the Fundraising Committee and holds meeting in fall to get acquainted and brainstorm.
- Determines “wish list” from staff and updates regularly.
- Strategize a successful fundraising plan for the major fundraising event with input from staff and parents.
- Coordinates and oversees the fundraising team, which includes a minimum of three parents as members of the event committee.
- Creates an event budget proposal for submission to the Board.
- Reports to Board on progress and results of fundraising event.
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

SECRETARY

- UCP board member: keeps minutes of all Board Meetings.
- *Distributes notice of all Board Meetings and encourages Board Meeting participation by posting the agenda on the Monday before the meeting and posting the meeting minutes within one week after a meeting is held.*
- Maintains a record of all policy decisions made by the Board or membership.
- Invites board and staff members to the End-of-the-Year Party and handles R.S.V.P.’s for the party, helps plan the party.
- Updates Policies and Procedures as they are changed at Board meetings.
- Submits a synopsis of the decisions of the Board meetings for publication in the newsletter and for discussion at room meetings.

- Serves as historian:
 - Maintains a notebook/files with previous minutes and decisions – brings to all Board Meetings.
 - Holds files of committees and chairpersons.
 - Annually checks files of Board Members, Chairpersons, and Committees for completeness and accuracy. (Suggested times: one month before new officers assume responsibility).
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

TREASURER

- UCP board member: Chair of the Budget Committee, attends all meetings.
- Coordinates with Fundraising Committee regarding fiscal matters.
- Oversees the school's financial records and statements.
- Serves on the budget committee.
- Oversees any audit with the office administrator/bookkeeper.
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

CHURCH LIAISON

- UCP board member: serves as a liaison between the preschool board, the Unitarian Universalist Church, and the preschool parents.
- Must be a member of the Unitarian Universalist Church.
- Attends three preschool/church liaison meetings a year with the preschool director, the preschool president, and church members to discuss issues affecting the preschool and its relationship with the church.
- Attends any necessary church meetings as a representative of the preschool board.
- Attends all preschool board meetings as a voting member.
- After consultation with preschool president and preschool director, writes and submits an **Annual Report** to the Unitarian Universalist Church.
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

ROOM REPRESENTATIVE

- Serves as a Parent-Staff liaison/role model.
- Meets with respective teachers before the first day of school to strategize on the best ways to help the teacher.
- Assists in scheduling room meetings in order that all parents may attend. *Keeps minutes of the room meetings for written submission to the board and for any class parents who may have missed the meeting. Keeps copies of board minutes to review with parents at room meetings.*
- Serves as a liaison between room parents, the board, and the staff.
- Provides support and encouragement to staff and parents in order to address needs and concerns.
- Models involvement and cooperation; helps parents to function cooperatively.
- Encourages the above qualities by scheduling or assisting any interested parents to arrange additional social activities outside the school.
- Serves as a UCP Board Member:
 - Attends monthly board meetings as a voting member.
 - Reports to board regarding parent meetings, feedback from parents, and informs parents of board decisions (usually via written communication or room meetings).
- Schedules Co-oping:
 - Posts blank schedule by the **fifteenth of the preceding month.**
 - Ensures that all co-oping days are filled (according to the needs of the staff), and that each family signs up twice.

- Posts master schedule and gives copies to parents before the month begins both on the **classroom bulletin board** and **on-line under the parent link**.
- Posts co-oping sign-in list to assist in record keeping, swaps, make-ups, etc.
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

PERSONNEL COMMITTEE

- Serves on the Personnel Committee
- Meets with Director annually to review goals.
- On an as-needed basis, meets with Director and/or staff to discuss and make recommendations regarding staff issues.
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

SCHOOL JOBS COORDINATOR

- Serve as Chair and call meetings of School Jobs Committee, which consists of one Board Co President, the Director, the Office Administrator, and any other interested parties.
- Revise School Job Assessment & Request Forms, getting input from School Jobs Committee.
- Oversee School Job Binders– ensure that each School Job has a binder in office or checked out to a parent with pertinent information regarding the performance of the job. Check that the binders are updated and returned to the office at the end of the school year. Have one school jobs handbook displayed in each classroom.
- Attend at least one Board Meeting to discuss status of School Jobs. Typically, a mid year Board meeting is best.
- Distribute Job Request Forms to returning parents in March. The School Jobs Committee will then meet to assign school jobs.
- Distribute reminders at beginning of school year for new parents that have not yet selected a school job. The School Jobs Committee will then meet to assign remaining school jobs.
- Distribute and recover Job Assessment forms as job is completed throughout the year. Incorporate assessments in binders in July.
- Assist the Director in Updating the School Jobs Handbook to distribute to parents at Fall Orientation.
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook.

FUNDRAISING POSITIONS

AUCTION CO-CHAIRS

- Call planning meetings, prepare agendas, prepare & distribute minutes.
- Set date, find location
- Coordinate with Caterers
- Coordinate with facility, rental companies, etc.
- Coordinate with volunteers
- Determine theme
- Prepare & track budget
- Prepare layout of venue (tables/chairs)
- Coordinate with Preschool Director as needed
- Recruit & coordinate 2-3 Auctioneers
- Help with set-up & clean-up
- Responsible for cash box
- Help with check-out, match up items with buyers
- Take home items left behind
- Thank donors and Auction team!
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

AUCTION DONATIONS

- IDEAL: One person from each classroom
- Attend all planning meetings.
- Solicit donations from corporate sponsors and preschool families
- Group donations into fun packages/bundles
- Write up descriptions for donations, include detailed info: dates, names of donors, etc.

- Prepare displays for Silent and Live Auction items. Match bid sheets to donations.
- Set-up Silent Auction and Live Auction displays
- Recruit volunteers to bring desserts (if you plan to auction off special cakes at each table to the highest bidder at the table.
- Determine which 3-4 items should be raffled off.
- Make Fund-an-Item presentation during Live Auction
- Thank donors!
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

AUCTION BOOKKEEPER/ Staff Bookkeeper

- Attend all planning meetings. Auction Committee
- Help Prepare budget. Auction Committee
- Keep track of registrations, donations, etc. Auction Committee
- Give Co-chairs head count one week before event. Office/Staff Bookkeeper
- Check-in guests with Auction Pay, assign bidder numbers. Auction Committee
- Work with Underwriter to find corporate sponsors to fund certain expenses (publicity, rentals, etc.) Auction Committee
- Serve as Scribe during Live Auction – recording highest bidder’s number and winning bid amount. Auction Committee
- Help with Check-out – totaling up sales for cash/check payment. Auction Committee
- Calculate total sales per bidder; create receipts for inclusion in thank you letters. Auction Committee
- Process Auction Pay/Staff Bookkeeper
- Thank bidders: Auction committee
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

AUCTION PUBLICITY

Attend all planning meetings

- Prepare bulletin boards promoting the event
- Prepare announcements for Touchpoints newsletter
- Promote event on Website

- Work with Church Liaison to promote event to the congregation.
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

AUCTION CATALOG

- Attend all planning meetings
- Prepare invitations, rsvp's, and handouts.
- Prepare bid sheets for each item, and bid record sheets for Live Auctioneers & Scribe
- Prepare Catalog, have ready one week before event. Print and distribute Catalog
- Work with Donation Team to be sure all important information is included in each description.
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

AUCTION RUNNERS

- (Week before) Prepare centerpieces for each dining table, as needed.
- Set up tables/chairs/artwork, etc.
- Clean up after event.
- Team A (2 people) During Auction:
 - Sell raffle tickets during the Silent Auction
 - Help sort Silent Auction items in piles for each buyer
- Team B (2 people) During Auction:
 - Work as “Vanna” during the Live Auction
 - Collect all bid sheets and items from Silent Auction tables as each section closes

ADDITIONAL AUCTION TASKS WHICH ARE NON -SCHOOL JOBS

Staff Liaison:

- Attend initial and close-to-event meetings, at least.
- Coordinate with teachers to have class offerings, and kid-projects to auction off
- Coordinate with teachers to have class artwork & class photographs to display

Auctioneers (2-3):

- Need One Guest Auctioneer (i.e. – not from school, hopefully minor celebrity)
- Silent Auction: Talk up items – what they are, their value, who just bid higher, etc.
- Live Auction: Auctioneer to rotate every 7-8 items
- Auction off desserts
- To be given a sheet that tells more information that catalog . . . Minimum bids. Etc.
- Raffle off raffle items during Live Auction
- Coordinate bidding for Fund-an-Item
- Invite some donors to come up and describe their product/event.

AUCTION RAFFLE

- Work with the auction committee to coordinate the raffle, which typically a wine raffle. (Spring)
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

AUCTION UNDERWRITER

- Solicits underwriter for Auction Catalog, coordinates this effort with Auction Co-Chairs (Spring)
- Find initial big donors for Fund-an-Item campaign.
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

AUCTION SLIDE SHOW

- Create slideshow for school auction and coordinates DVD sales of slideshow with input and photos teachers may have. Be sure that all children and all staff have been included in pictures with the children. The photographer is encouraged to make DVDs of the slide show to sell to interested parents. (Spring)
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

Note: Auction jobs can start as early as January and go until the Auction in the Spring time. Some auction jobs start later, such as the *Auction Runners*.

SCHOLASTIC BOOKS COORDINATORS

- Each coordinator is responsible for all aspects of Scholastic Book sales for **half of the school year**.
- Advertises and promotes the purchase of Scholastic Books.
- Collects books orders and checks completed by teachers and parents each month.
- Verifies and processes orders and checks.
- Communicates with teachers regarding bonus points available for their use.
- Checks incoming orders.
- Distributes books to parents and teachers
- Gets order forms out early for special times of the year, such as Halloween, winter holidays, Valentine's Day, and Easter.
- Promotes the benefits to the school.
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

ENRICHMENT POSITIONS

PARENT ENRICHMENT CHAIR

- Coordinates and oversees all enrichment positions.
- Directs and works with Parent Enrichment Assistants on the enrichment programs, approximately **four events per year**. (example: **October, January, April, June.**)
- Coordinates and delegates the following jobs to the Parent Enrichment Assistants: (see jobs under “Parent Enrichment Assistants” above).
- Coordinate with Preschool Director to identify subjects for enrichment events
Coordinate program with speakers, call to set up dates, review logistics.
Set event dates with Church, speaker, board, director, and parents.
Develop and produce fliers for each event.
Arrange for childcare.
Designate an Enrichment Assistant to attend each event.
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

PARENT ENRICHMENT ASSISTANTS

- **Work with the Parent Enrichment Coordinator** and other assistants on all parent enrichment programs.
- Each Enrichment Assistant is responsible for approximately **2 events per year**, the following tasks are required for each event:
Ensure that the room is equipped properly with refreshments, chairs, etc., thirty minutes before the event.
Collect fees and donations from attendees. Clean up the room following the event.
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

EVENTS POSITIONS

FALL & SPRING POTLUCK ORGANIZER

- Twice annually organizes potlucks (one in Fall and one in Spring), as follows:
- Coordinates potluck dates with preschool office.
- Distributes flier to advertise event. Submit info on event to Touch Points and Webmaster, as appropriate. Includes map and directions (available from the team leaders).
- Organizes the potluck event, including: Sign-up sheets for each classroom, with menu suggestions. (Ask the team leaders for a sample of the previous year's sign-up sheet.) Do this at least a week ahead of the event.
- Determines the quantity of supplies (paper goods) needed, and contacts the preschool office administrator to ensure that this quantity is on hand.
- Arrives very early at the picnic site to reserve the area, and sets up the food and games, and cleans up after the event.
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

FALL ORIENTATION

- **Person A:**
 - Assists the Team Leader in assembling information packets for each family (can be prior to the opening of the school in **September**).
 - Man welcoming table at orientation, distributing packets, nametags, and Parent Handbooks to arrivals.
- **Person B:**
 - Helps director and team leaders with organization, set-up, and clean up.
 - Acts as a hospitality person for new families at the orientation.
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

NEW PARENT ORIENTATION

- Assists Director as needed with organization and set up of **July** orientation program for new families.
- Several months prior to the event, contacts possible donation of catered food or wine. Example: BevMo in Mission Valley.

- Arranges all necessary catering, purchases all food, tablecloths, paper goods, etc. for the event.
- Under direction of Office Administrator, prepare folders to be distributed at Orientation.
- Organizes Parent Co-Oping panel and film on school's philosophy for Orientation.
- Attends orientation to set up and clean up.
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

PHOTO ASSISTANT

- Check in with office for school photo dates – photos are usually in **October**.
- Act as assistant on both of two photo dates – escort children to and from class, check hair, etc., under direction of photographer.
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

OUTREACH

- Identifies opportunities for preschool outreach to greater community, as stated in our strategic goals.
- Upon approval of director, creates a plan and informs the preschool community through the Touchpoints newsletter or other flyer, giving a full write up of the organization we are partnering with and how the effort will proceed.
- By end of school year (or upon completion of school job), review and make changes/additions to job description on an assessment form that will be given to you. Submit changes to School Jobs Coordinator.

MAINTENANCE/OFFICE POSITIONS

WORK PARTY COORDINATOR

- In September, contact Preschool Director to determine date of work party, usually in June.
- Coordinates year-end repairs and refurbishing jobs for work party.

- Meet with Director, teachers, and Classroom Work Party Coordinators at least once prior to the work party.
- Submits request for purchase of materials (including sand) and supplies needed for work party at least one month prior to the work party.
- Develops a list of work party jobs/repairs with Classroom Work Party Coordinators.
- **Attends Board meeting in April** to initiate process and inform the Board of related matters.
- Works with the Work Party Coordinators to determine that each family has signed up for a work party job.
- Provides alternative work party dates as needed.
- Determines, along with Work Party Coordinators, that each job has been completed.
- Is present to oversee work party.
- After work party, follows up with families to ensure that everyone has fulfilled their work party commitment.
- **NOTE:** Performance of this school job does not fulfill the annual work party commitment. Another family member must fulfill the work party commitment, or the work party commitment can be fulfilled through an individual project on another date.
- By end of school year (or upon completion of school job), review and make changes/additions to job description on an assessment form that will be given to you. Submit changes to School Jobs Coordinator.

WORK PARTY ROOM TEAM LEADERS & CLASSROOM MAINTENANCE

- Meets with and assists the Work Party Coordinator as needed.
- Coordinates sign ups of work party jobs for each assigned room.
- Recruits skilled people for specific jobs, if necessary.
- Supervises activities in one of four assigned rooms on day of work party.
- Knowledge of carpentry, woodworking, tools, repairs, and/or painting is necessary.
- **Follows up on any jobs that are not completed** and with any families who need to complete the jobs for which they volunteered.
- In addition to work party duties, may be called upon by teachers or administration staff throughout the school year to perform/coordinate minor maintenance.

- **NOTE:** Performance of this school job does not fulfill the annual work party commitment. Another family member must fulfill the work party commitment, or the work party commitment can be fulfilled through an individual project on another date.
- By end of school year (or upon completion of school job), review and make changes/additions to job description on an assessment form that will be given to you. Submit changes to School Jobs Coordinator.

FURNITURE MOVER

- Moves furniture out of and back in to the classroom when floors are waxed in August (before school begins), December (during winter break), and Spring (during spring break).
- Confirms waxing dates with Director.
- Please keep in mind that physical labor is required for this job.
- Removes furniture from the classroom by 8:00 a.m., and replaces it after 5:00 p.m. on waxing dates.
- Requires coordinating with Director who supplies the keys necessary for room entry This job is recommended for parents who plan on being in town during winter and Spring breaks, and for those who plan on August enrollment.
- By end of school year (or upon completion of school job), review and make changes/additions to job description on an assessment form that will be given to you. Submit changes to School Jobs Coordinator.

LAUNDRY

- Each classroom has one or two laundry parents who pick up the towels etc to be washed on Fridays and return them on Monday.
- Schedule to be coordinated with Teachers.
- By end of school year (or upon completion of school job), review and make changes/additions to job description on an assessment form that will be given to you. Submit changes to School Jobs Coordinator.

CARPENTER

- Build and/or repair furniture, toys, etc. at direction of preschool Teachers and Director.

- Responsible for 2-4 projects each school year, depending on size of projects (or if split into two B jobs, each carpenter is responsible for 1-2 projects). Ideally, each classroom would have a project done for them.
- By end of school year (or upon completion of school job), review and make changes/additions to job description on an assessment form that will be given to you. Submit changes to School Jobs Coordinator.

DISASTER PREPAREDNESS

- Inventories and compiles list of earthquake supplies and first aid kit contents for office and each classroom.
- Inventories each classroom's first aid packs, insures that all preschool families turn in their packs with reminder flyers, phone calls, etc.
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.

CONNECTIONS and Connections Year Book (JOURNAL) EDITOR

- Publish paper-based preschool Connections Year Book (for distribution in July).
 - Requires writing skills and desktop publishing skills.
 - Solicit staff members for submissions to each issue of the journal.
 - Compiles newsworthy items from outside sources for each journal.
 - As needed, takes photos and/or solicits photos for inclusion in the journal.
 - Arrange for duplication and binding of each edition of the journal, coordinating budget with office.
 - Distributes each issue to preschool families, staff, and key church members.
- By end of school year (or upon completion of school job), review and make changes/additions to job description on an assessment form that will be given to you. Submit changes to School Jobs Coordinator.

WEBMASTER /I.T. ADMINISTRATOR

- Maintain Preschool Website.
- Update, relevant information.
- By end of school year (or upon completion of school job), review and make changes/additions to job description in School Jobs Handbook; submit changes to School Jobs Coordinator.
- Works under the direction of the Director.

- Maintains Office computer system on an as-needed basis.
- By end of school year (or upon completion of school job), review and make changes/additions to job description on an assessment form that will be given to you. Submit changes to School Jobs Coordinator

See 2011-2012 job-holders below:

Current Job Holder Contact List

<u>SCHOOL JOB</u>	<u>TEAM</u>	<u>NAME(S)</u>
Auction Bookkeeper	Fundraising	Virgina Bays/staff
AuctionLeadership Committee: Event Planners	Fundraising	Jen James Erin Liddell
Auction Leadership Committee: Auction Donations	Fundraising	Carolyn Mulstein Irene Hector

and Underwriting		Jennifer Danzig Julie Blair Shanna Decker
Auction Catalog	Fundraising	Greg Ronlov
Auction Catalog	Fundraising	Greg Ronlov
Auction Publicity	Fundraising	OPEN
Auction Runners (3)	Fundraising	Daniel Nielson Jessica Krauss Kate Antonovics
Auction Childcare	Fundraising	Jennifer Lindsay Lauren Wakham
Auction Raffle	Fundraising	Kate Antonovic
Auction Slide Show	Fundraising	David Harrison
Carpenter	Maintenance/Office	Wendell Kling
Church Liaison	Management	Sandra Weeks
Connections (Journal) Editor(s)	Maintenance/Office	OPEN
Co-Presidents (2)	Management	Lisa Brown Catherine Ridgway

Development Committee V.P. Development	Fundraising	Carie Rogers
Grant Writing	Fundraising	Heather Holliday
Scholastic Books Coordinators	Fundraising/Educational	Dmitry Farber & Bird Tomlinson
Disaster Preparation	Maintenance/Office	Cindy Riggleman
Fall & Spring Potlucks	Events	Andrea Yoder Clark & Jensen Clark
Fall Orientation (2)	Events	John Pani Jodi Thorpe
Furniture Mover Recycle	Maintenance/Office	Matt Funke Dylan Calsyn Sanjin Bilic Danny Julio
I.T. Administrator	Maintenance/Office	Wayne Kao
Laundry	Maintenance	Karen Cowan 109 Erica Strauss 105 OPEN 107 Jen Ottinger 103
New Parent Orientation (2)	Events	Erin Liddell Shanna

		Decker
Outreach	Events	Amy Kiger
Parent Enrichment Assistant	Enrichment	Krista Kokjohn
Parent Enrichment Chair	Enrichment	OPEN
Personnel Committee	Management	Lisa Brown
Photo Assistant	Events	STAFF
Non-profit Transition	Management	Amy DeVaudreuil
Room Representatives	Management	Marina Soluto 109 Karen Evansen 105 Allison Weise 107 Jon Vance and Meredith Pung Room 103
School Jobs Coordinator	Management	Tracey Mueller-Gibbs
Secretary	Management	Kristie Zapala
Treasurer	Management	Sandy Rierson
Webmaster	Maintenance/Office	Wayne Kao
Work Party Coordinator	Maintenance/Office	Chris Schaie
Work Party Team Leaders	Maintenance/Office	John Aldous Jennifer Lindsay Tom Rottler Lara and Jim Gates

Work Childcare	Party	Maintenance	Jennifer Lindsay Lauren Wakham

Please review your job and job description. Note that some jobs will be well over 30 hours, particularly certain leadership

jobs such as Board Members or Auction Chairs and the donation committee.

If you feel you will be under the hours significantly, then please join the Auction committee to see what you can do.

We still need a number of jobs to be filled. Please look at those as well.

Look at [OPEN JOBS](#)