

**ST. PAUL'S NURSERY SCHOOL  
JOB DESCRIPTIONS**

**2015-2016**

\*\* THIS IS A DRAFT. Changes to the content are being implemented currently and all job specifics should be considered flexible. \*\*

**General School Jobs**

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NOTE: Each General School Job comes with a minimum requirement of 20 hours associated with the job's respective responsibilities. Board positions and Key Jobs will necessarily require more than 20 hours. To assure fairness to all families, parents not fulfilling their job duties will be considered non-compliant.

As we are constantly striving to improve our school, job descriptions and responsibilities may be reviewed and changed throughout the year. Any changes will be reviewed with the current or potential job holder before being implemented.

## **ALUMNI RELATIONS COORDINATOR**

1 POSITION

(Amended 9/14, 3/15)

### **Job Overview**

Responsible for an alumni newsletter with three publications each year. Helps fundraising efforts by coordinating appeals for donations from alumni. Organizes annual alumni event, working with the Board and Hospitality Committee to plan and work the event. Engages St. Paul's alumni to participate in Fun Faire and other activities.

***Busy period:*** Fall; Spring

### **Job Details**

#### **RESPONSIBILITIES:**

- Write and solicit content from Board members and Staff for a newsletter for alumni that goes out three times a year: Back to School, Holidays, and End of Year.
- Working with the Fundraising Chair, President and Director, write appeal letters to be sent to specific alumni audiences asking for donations in accordance with the Development Plan.
- Maintain, develop, and update alumni contact list (currently a Google spreadsheet). Work with Registrar and Website Coordinator to shift graduating Senior families from "current family" to "alumni" status at the end of the school year.
- Plan at least one Alumni event for the spring, attended by board and staff (with support from Hospitality Committee).
  - Work with Board and Hospitality Committee to create an annual alumni event to be held during the school year.
    - Work with the Board to determine scope of event
    - Work with Hospitality Committee to plan event
    - Create invitation to send to alumni and manage responses
    - Set up, work, and clean-up event, along with Hospitality Committee
- Working with the President and Director, recommend alumni to be involved in board committees and special projects, as needed.
- Working with the Marketing and Communications Chairs, make sure information communicated to alumni is consistent with information communicated to current families and the community.
- Communicate with the Fundraising Assistant on a regular basis regarding the activities of the Marketing Committee (of which the Fundraising Assistant is a member).
- Engage alumni in St. Paul's activities (i.e. Fun Faire) wherever possible
  - Send a special invitation to alumni and consider having "Alumni Hour" at Fun Faire
  - Look for and implement new ways to engage alumni in the St. Paul's community. Possibilities include: organizing playdates for specific years, reunion "moms' night out", special fundraising events just for alumni, etc.

After completing your job, you are responsible for providing transition information to the Secretary, including:

1. Copies of important emails sent out
2. Soft copies of fliers used
3. Other tips, timelines, etc. to help successor

**PRIMARY CONTACT:** Fundraising Chair

**ADDITIONAL INFORMATION:**

This job should be given to an alumni family – in order for this role to be effective, the job holder will need to have a connection with other alumni families and historical perspective.

**ART PREP**  
1 POSITION  
(Amended 3/14, 2/15)

**Job Overview**

Prepares special art projects for both Junior and Senior classes as directed by the staff and Director. Projects include candy houses (complete and return to school by November 1) and valentine boxes (complete and return to school by January 15) for both Junior and Senior classes. Assist teachers with preparation for various other art projects throughout the year, including but not limited to burlap cut for scarecrows, pumpkins for children to cut, wreath handprints, trace and cut Valentine hearts, and trace butterflies for spring projects. All projects require preparation of materials at home and then brought to school or can be done on site at school not during workday. **NOTE: This person should have garage space or a storing area to house materials so that materials could be given all at once, due to limited space at school.**

***Busy Period:*** All materials and samples can be given at start of year for bulk of job responsibilities.

**Job Details**

**RESPONSIBILITIES:**

- Assist teachers with preparation for various art projects throughout the year.
- Prepare Candy Houses:
  1. We will give you enough milk cartons for each child
  2. Clean out the milk cartons using soap and water and let dry.
  3. Wrap milk cartons with butcher paper.
  4. Return to school as directed.
- Prepare Valentine Boxes
  1. We will give you enough shoe boxes for each child.
  2. Paint shoe boxes with Gesso (provided).
  3. Cut slot in front of mail box for mail and small item delivery. Ask Teacher Lisa for an example.
  4. Return to school as directed.
- Work with Lisa to determine which other art projects will be on the curriculum for the year. Some other projects are:
  1. Burlap cut for scarecrows
  2. Trace pumpkins for children to cut
  3. Wreath handprints
  4. Trace and cut Valentine hearts
  5. Trace butterflies for spring projects
  6. Trace Fall leaves
  7. Cut fabric squares for ghosts and quilts
  8. There may be possible additional projects if requested by the Director and/or the staff.
- **Materials for all projects will be provided by the school. Further direction and samples will also be provided by Teacher Lisa.**

**PRIMARY CONTACT:** A timeline will be provided for the dates items are due by Teacher Lisa/Director.

## **AUCTION ASSISTANTS**

2 POSITIONS  
(amended 2/15)

### **Job Overview**

Assists the Auction Co-Chairs with various aspects of planning, organizing, and executing the raffle and auction held at the Fun Faire. May include making phone calls, soliciting donations, arranging for the printing of raffle tickets and/or thank you letters, making the raffle displays, etc. (see the Auction Chair job description). Must be available the week prior to the Fun Faire and both days of the Fun Faire. Ideally, the assistants (at least one Junior parent) will transition to the Auction co-chair roles for the following year.

***Busy Period:*** June through November. Must be available in June for initial meetings; Aug/September/beginning of October for Solicitations Book Review; the week prior to Fun Faire and the entirety of the Fun Faire for auction set-up, management, and cleanup; and Sunday after Fun Faire for Auction pick-up.

### **Job Details**

#### **Responsibilities:**

Each Assistant will be assigned to projects within the Auction/Drawing. An assistant will wear many hats throughout the summer/fall: project manager, operations manager, implementer, solicitor, and reviewer of materials. Below is an outline of activities by month. This information can vary depending on projects assigned

#### June/July

- Meet with Auction Co-Chairs to discuss job responsibilities
- Attend the Auction Committee meeting (s)
- Outline Drawing ticket timelines, budget, numbers/amount being sold by St. Pauls community.
- Review solicitation materials and begin calling assigned businesses for donations
- Follow up with assigned businesses, as needed
- Send updates to Auction Co-Chairs, informing them of businesses' decisions to donate or decline
- Assist Auction Co-Chairs, as needed

#### August

- Order drawing tickets
- Continue calling assigned businesses for donations
- Follow up with assigned businesses, as needed
- Send updates to Auction Co-Chairs, informing them of businesses' decisions to donate or decline
- Assist the Auction Co-Chairs draft and edit the Auction Brochure, as needed
- Draft drawing flyer and distribute drawing tickets and flyer to each current St. Paul's family no later than the first week of school
- Assist Auction Co-Chairs, as needed

#### September

- Make one final plea for donations from assigned businesses
- Assist the Auction Co-Chairs draft and edit the Auction Brochure, as needed
- Assist the Auction Co-Chairs create the auction item descriptors on Bidding For Good; Co-Chairs divide this workload between themselves and assistants, as there may be approximately 100 of these to create. This work will continue through October.

## October

- Responsible for wrapping all of the baskets of donated items (Parent Work Day Baskets, etc) and purchases the needed supplies for wrapping the baskets (will be reimbursed for expenses)
- Help set up the auction/drawing tables the Thursday afternoon before the event
- Help set up the auction items on the morning of both days of the Faire and help store all auction items and materials on Friday
- Help close the auction on Saturday afternoon.
- Work with the Co-Chairs on the Sunday pick-up and payment of auction items.
- Help store the unclaimed auction items until dispersal/payment is collected on Sunday or over the next few weeks
- Starting Sunday and during the weeks after the event, Chairs and Auction Assistants collect money from winners in exchange for auction items

## November

- Continue to collect money from winners in exchange for auction items, if needed
- Obtain thank you letter template from Auction Co-Chairs, then print, stuff and mail thank you letters based on final business Solicitation List (letters should be mailed no later than the week of Thanksgiving), unless it has been noted that a thank you note was hand delivered by the Solicitors.

**Primary Contact:** Auction Co-Chairs

**Secondary Contact:** Fundraising Chair

## BOOK CLUB COORDINATOR

1 POSITION

(Amended 3/14, 2/15)

### Job Overview

Compile monthly Scholastic book catalogues and ordering information and distribute in hanging folders for all students; process on-line ordering; and distribute books when they come in. Promote the program with occasional articles in school newsletter and/or fliers in mail folders. Chairs and coordinates fundraiser at Books, Inc. in the late fall (November). Responsibilities include contacting Books, Inc. (unless Director has already done this); advertising event at St. Paul's and at Books Inc.; coordinating event details with Fundraising Chair, Director, and Staff; coordinating all supplies necessary for event (including food); and setting up, attending, and cleaning-up for the event.

***Busy Period:*** Late fall; otherwise steady throughout the year.

### Job Details

#### RESPONSIBILITIES:

- This job has 2 main responsibilities:
  1. Scholastic Books program
  2. Books Inc. Fundraising night (Fall)

#### Scholastic Books

- Initial set up: Log into Scholastic Books website and confirm all ordering information is correct. Log in information is:
  1. Login: [director@stpaulsnurseryschool.org](mailto:director@stpaulsnurseryschool.org)
  2. Password: greengate
- Monthly Orders:
  1. File Catalogues and "how to order" online instructions in each child's folder monthly, and give families about a week before deadline to place orders online. (No paper orders, cash or checks.)
  2. Process orders online after the ordering deadline (including ordering any free books/items that the school qualifies for in that month).
  3. Sort and distribute books once received. Give free books to the school, and distribute all bonus items to families who ordered books as appropriate.
  4. Please notify Director and staff of points accumulated throughout the year toward class books.
- Promotion: Promote the program with occasional articles in school newsletter and/or fliers in mail folders. Include order deadlines that are upcoming in the weekly announcements.
- Fliers should not be prepared and inserted into the students' files during the Book Club Coordinator's workday; this should be done at home.

#### Books, Inc. Fundraising Night:

- One fundraising event to occur in late fall (November / early December at the latest). Must attend the event and be available for setup and cleanup. Plan on setup to begin at 5:00 pm and cleanup to last until approx. 9:00 pm. Event is 6:00 – 8:00 pm.
- Coordinate event with Director and the Staff. Director will identify dates for the event.
- Contact and coordinate details with Books, Inc.
- Publicize events:
  1. Make sure dates are included in school calendar and newsletters

2. Coordinate with Newsletter Editor to make sure event is highlighted in newsletters one month prior to event
  3. Include in weekly announcements (coordinate with Communications Chair)
  4. Develop flyer to be distributed to all St. Paul's families and posted at Books, Inc.
- Coordinate, deliver, and set up all supplies necessary for event, including:
    1. Check with Director for allergies.
    2. Shop and provide snacks, drinks, napkins, and cups (see suggested menu below). You may turn in your receipts from these purchases for reimbursement within given budget.
    3. Please provide several blankets used for story time area at Books Inc.
    4. Set up one 8 foot table for drinks and food (ask Books Inc. to provide tables). Table to be set up as directed by Books Inc. manager. If Books Inc. cannot provide the tables, the Coordinator must bring them from home or borrow from the school. You must make arrangements to bring them back that night or before school the next day. Table cloths are available to borrow from the school.
  - Suggested Menu
    1. Water
    2. Plain milk
    3. Large containers of animal crackers from Costco (put in Dixie cups for the children). No chocolate because it will melt on little fingers and get on books.
  - After completing your job, you are responsible for providing transition information to the Fundraising Chair, including:
    1. Copies of important emails sent out
    2. Flyers used
    3. Other tips, timelines, etc. to make next person's job easy

PRIMARY CONTACT: Fundraising Chair

ADDITIONAL INFORMATION:



## **BUYOUT**

(up to 4 positions for alumni families)

Up to 4 St. Paul's alumni families have the option of "buying out" of their job. A buyout costs \$700\* and fulfills your job requirement for the year. Families who choose to buy-out from their school job will still be required to satisfy their other fundraising and participation commitments. If you are interested in applying of this option, please indicate "buyout" as one of your choices on the Job Preferences Form. Should we have more than four families interested, a lottery will be held. Families who indicate buyout as their first choice will be given priority in the assignment process. If selected, your payment will be due immediately upon notification. Buyout options **are not guaranteed** and depend on current enrollment of the school. \* Price subject to change.

## **CLASS SLIDESHOW COORDINATORS**

3 POSITIONS: 1 MWF Junior, 1 T/Th Junior, 1 Senior  
(Amended 6/13, 3/14, 9/14, 2/15)

### **Job Overview**

Each person is responsible for collecting photographs of their assigned class and creating a slide show to be shown at the junior and senior class end-of-the-year celebrations. Coordinators will have access to the photographs taken by the teaching assistants, but also must take some photographs of the class. Coordinators will also work with the yearbook coordinator to collect additional photographs. Each coordinator will also be responsible for making copies of the slideshow for all the families in each respective class with CDs provided by the school. This job is heaviest in the spring and much of the work can be done from home. Coordinators must have a flexible schedule and be able to take pictures on a day other than your workday.

***Busy Period:*** *Steady throughout the year, heaviest in spring*

### **Job Details**

#### **RESPONSIBILITIES:**

Responsible for taking all photographs of assigned class and creating a slideshow to be shown at the junior and senior end-of-year celebration.

You must have a flexible schedule in order to take pictures on days other than your workday. It is important to check with teacher, school calendar and weekly emails so that you can schedule time to photograph important events which may be used in the slideshow. Typically, beginning of the year pictures, Halloween Parade Day, candy house creation day, snow day, spring egg hunt, and wacky week. Please do not bring your child or their sibling to school, if it is not their regular school day, when shooting pictures on non-workdays.

Pictures are not to be taken during circle time activities by slideshow coordinator.

Early in the year check with the Lead Teacher for a copy of a slideshow presentation previously approved. At that time the teacher may communicate particular requests of pictures or music to be included. Music used in the slideshow must be approved by the teachers. You may use both still shots and videos. Teachers may have special songs, pictures or video that they may want included. Please communicate with them.

You may work with the yearbook coordinator to collect any additional photographs that are needed, but the same photos are generally not used in the two projects.

If using a Mac, iMovie has been used successfully in the past, then burned to a DVD. The Apple store has been very helpful in the past if you need assistance. If using a PC, Microsoft Movie Maker has been used, then transferred to Microsoft DVD Maker in previous slideshows. These are only recommendations.

The slideshow must be completed by the first week of May. Each child is to be represented equally and have the same number of pictures. A completed tally sheet accompanies the CD to the Lead Teacher on that date.

After staff approves the slide show make copies for each child in their class, their two teachers and the director. Our school will provide the CD's, labels and CD covers to you. The completed

labeled CD's are to be given to the Lead teacher one full week before the end of the year celebration date.

**PRIMARY CONTACT:** Lead Teachers

**PRESENTATION DAY:** Familiarize yourself with the computer/projector set up the day before the end-of-the-year-celebration day so you are confident to present your slideshow to the children and families!

## COMMUNITY OUTREACH COORDINATOR

1 POSITION

(Amended 6/13, 3/14, 2/15)

### **Job Overview**

Coordinates St. Paul's community outreach activities. May include, but not be limited to, organizing holiday food and gift donations to Call Primrose; the St. Jude's Trike-a-Thon; and any other programs of outreach interest. Attend both Trike-A-Thon days to coordinate event, set-up decoration station, and distribute popsicle treats. Would ideally coordinate some of these activities with the Enrichment Program and various holidays. Works with the Communications and Publicity Chair.

***Busy Period:*** Food drive in Winter and Spring; Trike-A-Thon in Spring. Must be present at school for both days of Trike-A-Thon to run the event.

### **Job Details**

#### **RESPONSIBILITIES:**

- Coordinate St. Paul's community outreach activities, including but not limited to:
  - Food and gift donations to Call Primrose (winter and spring)
  - St. Jude's Trike-a-thon
  - Please do not bring siblings/your child to these events unless it is their school day

#### **Call Primrose Center in Burlingame**

- Check with the Enrichment lead teacher for the 2 dates, (one fall and one spring) the children will be walking to Call Primrose to deliver the donated items.
- Contact Call Primrose with these dates to confirm and find out what items they want at these delivery dates.
- Weeks prior to dates, notify parents of donated goods needed and have collection containers ready for staff to put out. (i.e. weekly email bullets, newsletter)

#### **St. Jude's Trike-a-Thon**

- Must be present on both days at school for Trike-A-Thon, which should take place sometime in the spring. Work with director to set a date and time.
- Contact and coordinate with St. Jude's Hospital for information and registration forms for the trike-a-thon to benefit sick children.
- Publicize and spread the word to St. Paul's families through Newsletter, e-mail blasts, printed flyers and word of mouth. Encourage all families to participate.
- Organize the two day event held at school.
- Collect donations and forward them to St. Jude's hospital. Manage and distribute prizes to participants that are sent from St. Jude's based on monies raised by participants before the end of the year.
- One week in advance, deliver books and stamps to Senior and Junior teachers for each child.
- Arrange to move the wooden bike ramp bridge. 4 adult males will be needed to disassemble ramp. Arrange assistance to reassemble the ramp by the next Monday morning.
- Prepare a bike decorating station which includes crepe paper, tape and scissors and set up the morning of the Trike-A-Thon.

**PRIMARY CONTACT:** Marketing and Public Relations Chair

**SECONDARY CONTACT:** Teacher Lisa for Enrichment activities

## **COSTUME AND DRAMATIC PLAY ROOM MAINTENANCE**

1 POSITION  
(Amended 3/14)

### **Job Overview**

Responsible for keeping dress-up room and costumes clean and updated. Checks costumes on a weekly basis for soiled or damaged items. Launder costumes as necessary and make minor repairs (replace buttons or decorations, fix hems, seams, etc.) on salvageable items. Bleach dip all plastic food toys on your work day and leave in mesh bag to dry. Organize a costume drive around Halloween, asking for donations of costumes from St. Paul's families and friends. Shop for and purchase costumes to replenish supply at after-Halloween sales. Check larger toys, dolls, and equipment for repairs and cleaning on monthly basis. Notify Director of any necessary repairs to equipment in dramatic play room. Completes annual cleaning of cloth curtains throughout the school at the end of the school year.

***Busy Periods:*** *Steady throughout the year; after Halloween.*

### **Job Details**

#### **RESPONSIBILITIES:**

- Responsible for keeping dress-up room, plastic food, and costumes clean and updated

#### Monthly Responsibilities:

- Once a month organize and clean the room; vacuum loft (this can be done on your workday if you are assigned to the Dramatic play room)

#### Weekly Responsibilities:

- Check costumes on a weekly basis for soiled or damaged items, mending, and laundering.
- Launder costumes as necessary and make minor repairs (replace buttons or decorations, fix hems, seams, etc.) on salvageable items.

#### Other Responsibilities:

- Periodically ask the teachers about rotating costumes from storage to provide variety for children.
- Shop for and purchase costumes to replenish supply at after-Halloween sales. Must watch for sales before and after Halloween.
- Check larger toys, dolls, and equipment for repairs and cleaning on monthly basis. Notify Director of any necessary repairs to equipment in the dramatic play room.

**PRIMARY CONTACT:** Director

**ADDITIONAL INFORMATION:** If clothing, dolls or other items need to be purchased, please follow the following guidelines:

- Expenses over \$100 will need the approval of the Board prior to purchase
- Expenses less than \$100 will need the approval of the Director prior to purchase

## **FUN FAIRE ASSISTANT**

1 POSITION

### **Job Overview**

Assists Fun Faire Chair with various aspects of planning, organizing and execution of Fun Faire. May include making phone calls, printing/distributing flyers, purchasing materials, making and setting up displays, running errands, scheduling, etc. (see Fun Faire Chair job description). Will need to be available the week before the Fun Faire and both days of the Fun Faire. Ideally the person in this job will transition to a Fun Faire Co-Chair in Fall 2016.

***Busy Period:*** July-October. Must be available for entirety of Fun Faire inclusive of set-up, assistance, and cleanup (Wednesday through Saturday).

### **Job Details**

#### **RESPONSIBILITIES:**

- Must be available to help as needed the week before the Faire, work both days of the event, and clean-up after the Faire on Saturday.
- Assists Fun Faire Co-Chairs with various aspects of planning, organizing and executing of Fun Faire. Likely tasks may include but are not limited to:
  - attending planning meetings
  - making phone calls
  - designing, printing and distributing fliers and other promotional materials
  - purchasing materials for booths
  - making and setting up booths
  - running errands
  - scheduling parent and student volunteers
  - creating booth signage
  - creating staff badges
  - coordinating with other Fun Faire Key jobs
  - soliciting sponsors

**PRIMARY CONTACT:** Fun Faire Co-Chairs.

**SECONDARY CONTACT:** Fundraising Chair

**ADDITIONAL INFORMATION:** Ideally, the person in this job will transition into a Fun Faire Co-Chair position in Fall 2016.

## **FUN FAIRE FOOD ASSISTANT**

1 POSITION  
(Amended 2/15)

### **Job Overview**

Assists Fun Faire Food Chair and Fun Faire Committee in organizing the food booth at the Fun Faire. See Fun Faire Food Chair job description for more information.

***Busy Period:*** July-November. *Must be available week of Fun Faire for set-up, assistance, and cleanup.*

### **Job Details**

#### **Responsibilities:**

- Assists Fun Faire Food Chair in all aspects of organizing the food booth at the Fun Faire
- Solicit food and gift card donations from community for food booth
- Help create and execute food booth menu

#### **Fun Faire Duties:**

- Meet with Fun Faire Chair to develop food budget, menu, list of possible donors
- Solicit donations from community
- Help track budget/donations received
- Assist where necessary to ensure all equipment is ready and tested, food is prepped and booth is set-up
- Aid food committee in shopping for food
- Must be available to help set-up food booth the day before the Faire, clean-up the booth after the Faire on Saturday, and help transport food for the food booth
- A detailed document of previous years menu ideas, budgets and food donors can be found in the Food Chair binder

**PRIMARY CONTACT:** Fun Faire Food Chair, Fun Faire Co-Chairs.

**SECONDARY CONTACT:** Fundraising Chair

#### **ADDITIONAL INFORMATION:**

## **FUN FAIRE AND AUCTION PUBLICITY COORDINATOR**

1 POSITION  
(Adopted 2/12)

### **Job Overview**

Responsible for coordinating, implementing, and supervising publicity for the Halloween Fun Faire. Responsibilities will include distributing fliers to schools, businesses, and other locations throughout the area; developing press materials; and contacting publicity sources such as newspapers, mother's club newsletters, etc. Work closely with Fun Faire Co-Chairs and Fun Faire Publicity Sub-Committee members.

***Busy Period:*** July-October

### **Job Details**

**Purpose:** To promote St. Paul's Annual Fun Faire and Auction to School Members and supporting community

**Scope:** Reports to the Fun Faire Co-Chairs and is accountable to the Board.

### **Responsibilities:**

- Work closely with the Fun Faire Co-Chairs to promote the Fun Faire & Auction to the community
- Manage the Fun Faire publicity team in performing the following:
  - Manage the Fun Faire website & social media
  - Work with the Fun Faire Chairs to create the Fun Faire flyer - hard and electronic versions
  - Distribute electronic and hard copy version of the flyer to the community
  - Update the Fun Faire yard signs
  - Update and hang the Fun Faire signs for the school and over Burlingame Avenue – make sure to reserve time slot early to hang banner over Burlingame Avenue
  - Update the long and short press release
  - Work with the publicity team over the summer to get press release in online and offline publications
- Work an extra shift or set up during Fun Faire Week, in addition to working two shifts in the booths
- Member of Marketing Committee



## **FUNDRAISING ASSISTANT**

1-2 POSITIONS

(Amended 6/14, 2/15)

### **Job Overview**

Assists Fundraising Member-at-Large with all fundraising activities, exclusive of Fun Faire (see Fundraising Member-at-Large job description). Assists with various fundraising events throughout the year inclusive of direct sales, shopping profit sharing, and events created by fundraising team. Must be available for scheduled "Extra Fun Days." At least one Junior parent.

***Busy Period:*** Steady throughout the year.

### **Job Details**

#### **RESPONSIBILITIES:**

- Assists Fundraising Chair with all fundraising activities throughout the year including but not limited to:
  - eScrip sign-ups and account management
  - Extra Fun Days
  - shopping profit sharing (Talbot's and Books, Inc.)
  - direct sales
  - Moms Night Out
  - Insider Access items (yearbooks, t-shirts, placemats, etc.)
  - Fund-A-Need
  - Family donation parties (e.g. Cinco de Mayo), and Junior and Senior Night parties
  - any other fundraising events as determined by the Fundraising Chair.
  - Must be available for scheduled "Extra Fun Days."

**PRIMARY CONTACT:** Fundraising Chair

**SECONDARY CONTACT:** Director

#### **ADDITIONAL INFORMATION:**

There may be two Fundraising Assistants, in which case they will share fundraising responsibilities as assigned by the Fundraising Chair.

**GARDENER**  
1-2 POSITIONS  
(Amended 3/14, 2/15)

**Job Overview**

Supervise planting and maintenance of flower and vegetable areas in front and back yards and patio, including window and planter boxes. Maintain drip system in front and back yards. Responsible for watering and weeding as needed. Coordinate with Facilities and/or Director on planting projects. May make suggestions for larger scale projects to Sight Improvement Committee. General garden maintenance must be completed in late August prior to Warm-Up Days in early September.

***Busy Periods:*** *Steady throughout the year; requires work over the summer, including about 10-12 hours of work in late August in preparation for the Warm-Up Days in September*

**Job Details**

**RESPONSIBILITIES:**

The gardener is responsible for the following from June 2015 – June 2016, including the summer months:

General Garden Maintenance:

- Oversee overall garden maintenance in front yard (near green gate), along parking lot, and in backyard. Courtyard to be swept, cleaned and weeded as needed (minimum once a month).
- Maintain plants in the front and back yard (prune, replace and fertilize as necessary)
- Maintain planter boxes in the back yard including winter, spring and summer break.
- Mulch yard every other year.
- Plant courtyard window box and backyard ramp window box 3-4 times a year:
  - In August before Warm-Up Days held in early September
  - First week of December
  - First school week in April
  - First week of June
- Weeding monthly
- Water areas not on drip or sprinkler system.
- **All of this general garden maintenance should be completed PRIOR to the Warm-Up Days inclusive of the courtyard area and the school garden.**
- **Meet with Director at beginning of year to discuss what needs to be done monthly (or weekly if need be). Work out a schedule between the two gardeners to maintain this schedule throughout the year.**

Preparing for School to Start (**before the Warm-Up Days in September**):

- Garden and window boxes must be spruced up in late August
- El Camino Real front window boxes are to be weeded in late August

Vegetable Garden Maintenance:

- See Teacher Lisa.

Sprinkler and drip systems:

- Maintain drip systems in front and back yard (repair, expand and monitor) We have a repair person we can pay if the gardener cannot do repairs.

Coordinate with School Gardening Service

- Work with the Facilities and Maintenance Chair and Director to coordinate activities with the gardening service.
- If gardener is capable, gardener can perform tasks such as pruning trees in lieu of the Gardening Service.

**PRIMARY CONTACT:** Facility and Maintenance Member-at-Large

**SECONDARY CONTACT:** Director

**ADDITIONAL INFORMATION:**

- Gardener(s) need to know how to weed and basics of gardening: planting annuals, cutting back plants and shrubs after flowering, how to pull and identify weeds.
- If there are two gardeners, the one with the most expertise will be the head gardener and the co-gardener is the gardener's assistant. Communication with the Facilities and Maintenance Chair / Director will be through the head gardener only.
- Budget is set by Board each year. Basic costs include:
  - \$100 to cover planting two window boxes twice a year.
  - Every other year we mulch; cost is \$100-400.

Every year there are some plants to be replaced; cost varies.

## **HANDYPERSON**

2 POSITIONS

### **Job Overview**

Make repairs on broken items at the school, within ability of handyman. Assemble equipment and toys, as needed. Perform minor upgrading projects such as installing shelves, hanging pictures, etc. Handle minor electrical and plumbing repairs, if within the expertise of handyman. Oversee/perform any necessary painting projects and touch up (interior and exterior) as needed. Works with Maintenance Chairperson.

***Busy Period:*** Sparkling Saturdays (4 per year – each handyman must attend 2); varies with maintenance needs of school

### **Job Details**

#### **Responsibilities:**

- The Handyman, Maintenance Chair and Facilities Chair will all meet at the school with the Director to go over the opening of the school for the school year. This meeting will take place in August to prepare for Sparkling Saturday or address more serious needs before Sparkling Saturday occurs. This is to ensure that everything is ready prior to children returning.
- Make repairs on broken items at the school, as requested.
- Assemble equipment and toys, as needed.
- Perform minor upgrading projects such as installing shelves, hanging pictures, etc.
- Handle minor electrical and plumbing repairs, if within the expertise of handyman.
- Oversee/perform any necessary painting projects and touch up (interior and exterior) as needed.
- Assist Maintenance Chair as needed.

**Primary Contact:** Maintenance Chairperson

**Secondary Contact:** Facilities and Maintenance Member at Large

**Consult:** Director

**Additional Information:**

## HOSPITALITY COORDINATOR & COMMITTEE MEMBERS

1 COORDINATOR; 2-4 COMMITTEE MEMBERS

(Amended 5/14, 5/15)

### Job Overview

#### **HOSPITALITY COMMITTEE COORDINATOR**

Coordinates Hospitality Committee activities and manages Hospitality Committee. The Coordinator must be a returning parent and serves as the lead for the Parent Orientation Night in late August/September. Coordinator will assign other committee members to serve as the lead for at least one other event. Limited budget provided. Reports to Vice President.

#### **HOSPITALITY COMMITTEE MEMBERS**

The Hospitality Committee is responsible for attending and providing all supplies, setup, decorations, food, beverages, and cleanup for the following member meetings and events: Parent Orientation Night (late August/September), After-School Program (Fall and Spring), Playdates at St. Paul's (late Fall and early Spring), New Family Picnic (May), Alumni Event (Spring), and other events as determined by Board and Director. The Hospitality Committee Coordinator will assign each committee member to be the leader for at least one of the events. Post and follow-up on sign-up sheets for volunteers to assist with events as needed, including providing food and materials as needed for events.

***Busy Period:*** Parent Orientation (late Summer), New Family Picnic (May), After-School Programs (Fall and Spring), Playdates at St. Paul's (late Fall and early Spring), Alumni Event (Spring)

### Job Details

#### **RESPONSIBILITIES:**

- The Hospitality Committee is responsible for attending and providing all supplies, setup, decorations, food, beverages, and clean up for the following member meetings and events:
  - Parent Orientation Night (Late August / September)
  - After-School Programs (Fall and Spring)
  - Late Fall (Nov) and Early Spring (April) Playdate at St Paul's
  - New Family Picnic (May)
  - Alumni Event (Spring)
  - Other events as determined by the Board and Director
- The Hospitality Committee Coordinator organizes and manages committee responsibilities. Two members of the committee should be present at each event.
- Post and follow-up on sign-up sheets for volunteers to assist with events when needed, including providing food and materials needed for events.
- NOTE: After School Programs will only occur if there are enough families interested. Coordinator may either choose one committee member to oversee this or split up the workload across the team.

#### Parent Orientation Night (Begin planning in late summer)

- Parent Orientation Night is the first big event of the year at which all families will be present. Working with the Vice President, the Hospitality Committee Coordinator is responsible for ensuring that the tables, décor, and food are well-presented.
- Identify and locate materials and supplies that are available from prior years.
- Supplies needed for the night of the event include:
  - 2 Tables
  - 2 Tablecloths

- Flowers/décor for tables
- Food (Finger type foods such as zucchini bread, cookies, fruit/veggie trays, etc.)
- Beverages & Supplies (Water with slices of lemon inside the pitcher and lemonade served in glass pitchers. We do not serve coffee or hot drinks.)
- Napkins, paper plates, utensils, cups, and glass pitchers
- Committee members must arrive 30 minutes prior to the event to setup and must stay after to clean up. Please note: If you will be setting up the tables and chairs, you will likely need more time to set up and may need additional manpower.

#### Attendance at the After-School Classes:

- The Secretary is responsible for determining what, if any, programs will be offered (in consultation with the Director and the Board); the Programs Coordinator is responsible for publicity and registration for these classes; and the Hospitality Coordinator is responsible for organizing facilities usage and staffing as needed.
- If the program requires parent involvement, the Hospitality Coordinator will work with the Programs Coordinator to ensure that each class is fully supported with at least two parents working each class (two committee members, two co-oping parents, or one of each).
- The Hospitality Coordinator facilitates and ensures that the school is locked, secured, and ready for school activities (i.e. picked up, vacuumed, with clean bathrooms) the next day. Note: This does not mean being personally responsible for locking the school; it means arranging for the school to be locked up properly and knowing specifically which individual will be securing the school at the conclusion of each class day.
- Classes will take place in the fall (October-December) and in the spring (February-April). Classes will be held Mondays or Thursdays starting no earlier than 1:30pm and/or on Fridays starting no earlier than 12:15pm. Someone from the committee must attend the classes, be present to supervise children during classes, and be primarily responsible for clean-up after the classes. Plan on clean up to last approximately 30 minutes after each class concludes, depending on the class.

#### Playdate at St. Paul's Event (Saturday AM Late Fall/Early Spring)

- Work with VP and Director on exact dates for events
- Send Evite to current Junior and Senior families (This is a very casual, fun event that the kids and parents enjoy)
- Provide light refreshments: coffee, tea, water, juice for kids
- Request that 8-10 parents volunteer to bring snacks to share
- Committee members arrive early for setup and stay until cleanup is complete.
- Supplies needed
  - 1 table: One for drinks and snacks
  - Drinks
  - 2 tablecloths
  - Napkins, paper plates, utensils, cups

#### Alumni Event (Spring)

- Work with Alumni Relations Coordinator and Secretary to coordinate food and décor for event
- Must arrive 30 minutes before the event to set up
- Supplies needed: TBD

#### New Family Picnic (May)

- Work with Registrar to ensure Evite is sent to all new families.
- Must be ready by 12:00. Please arrive at least 30 minutes before the event to set up.
- Set up 1 table with tablecloth for sign-in and nametags

- Will need blank nametags and pens
- Set up 1 table with watermelon and small waters.
- Bring an ice chest with ice for the popsicles and set it near the food table. (or put in school freezer)
- Committee parents watch over yard, cleaning as needed.
- Picnic is over by 1:30. Committee members must stay for clean up.

Other

- **Coordinator will coordinate a snack calendar for parent snack for parents during their workday.**
- Post a calendar for sign-ups in the kitchen.

**PRIMARY CONTACT:** Vice President

**ADDITIONAL INFORMATION:** Limited budget of \$500 included, but volunteers/donations from families are necessary. Maximum of 4 committee members.

## **MAINTENANCE ASSISTANT**

1 POSITION

(Amended 2/13, 3/14)

### **Job Overview**

On a weekly basis, verify that all maintenance, cleaning supplies, and equipment are in excellent condition. This includes cleaning and organizing the maintenance closet and cleaning caddies each week. On a monthly basis, keep a running list of supplies for the Costco shopper. Prepare Ragtime schedule (towel washing) for the school year, and send the description of Ragtime responsibilities and cleaning to all families. Communicate schedule to newsletter editor each month, and send email reminders to families each week. Working with the Maintenance Chair, help make necessary orders and purchases of supplies before the three Sparkling Saturdays during the year. Attend and lead two Sparkling Saturdays, as directed by Maintenance Chair.

***Busy Period:*** 2 Sparkling Saturdays (September and spring); steady throughout the year

### **Job Details**

#### **Responsibilities:**

- Verify that all maintenance, cleaning supplies and equipment are in excellent condition.
- Organize and communicate "Ragtime" calendar (i.e., towel washing)
- Complete weekly checklist to insure all is in order and make necessary purchases. (see checklist below)
- Attend and lead 2 Sparkling Saturdays, as directed by Maintenance Chair.

#### **Ragtime Duties:**

- Send the description of Ragtime responsibilities and calendar to all families. See below email example used last year.
- Towels are picked up each Friday at 12:00 p.m. at the backyard gate near the kitchen. Clean towels are returned before 9:00 a.m. on Monday morning. (However, if there is no school on Friday, the family should pick up the towels on the last day of school that week.)
- Each month, send the Ragtime calendar to the newsletter editor or when changes occur.
- Each week, send email reminders to families
- Ongoing, update the schedule as necessary and confirm new dates as needed

#### **Monthly Tasks:**

- Keep a running list of needed in maintenance closet and purchase, at least one week before needed. Please see attached list of required supplies and minimum quantities on hand.
- Working with the Maintenance Chair, make all other necessary orders and purchases before the first Sparkling Saturday.

#### **Weekly Checklist:**

- Check the maintenance closet and contents each week to ensure they are organized.
- Check supply of H2Orange to ensure we have at least ½ gallon on hand at all times. Order more as needed. (For next year, we should have plenty as we ordered 6 bottles this year).
- Mix, fill and clearly label 7 "H2O" spray bottles with permanent marker. 6 bottles are used during the school day, 2 hang in kitchen, 1 in art room, 1 in Discovery room adult bathroom



and 1 in each of the two cleaning caddies in maintenance closet. Check each week that spray bottles are in working order and filled properly.

- Make sure all hand soap pumps are functioning.
- Purchase replacements at Target (6 large bottles). We use plain "Soft Soap" with no antibacterial added. CHECK with staff next year on what they want to do with hand soap.
- Check vacuum bags weekly and change when close to full, at least every other week. Bags will need to be changed before and after Sparkling Saturdays. Verify that extra vacuum bags and at least two fan belts are in supply at all times. Purchase as necessary.
- Clean and organize maintenance closet each week.
- Clean and organize cleaning caddies each week. Make sure each caddie is wiped out with H2Orange and includes a bottle of H2Orange, 1 set of rubber gloves and paper towels. Change rubber gloves as needed.

## **Other**

- Working with the Maintenance Chair, help make necessary orders and purchases of supplies before the 3 Sparkling Saturdays during the year.
- Attend and lead 2 Sparkling Saturdays, as directed by Maintenance Chair.

**Primary Contact:** Maintenance Chair

**Secondary Contacts:** Director, Facilities Member at Large

### **Additional Information:**

Email example for weekly ragtime duties:

Hi XXX Family,

This is a quick reminder that you are ON for ragtime/towel washing this week.

Please collect the dirty towels after school this Friday, February 26th. They are located in two bins: one is on the porch outside the kitchen and a second one is on the porch outside the art room. If you have any questions, just ask the teachers for clarification.

If you haven't picked up the towels by noon on Friday, the teachers will leave the bins on the brick wall next to the kitchen (where the trash and recycling are located), NOT at the green gate.

Please wash them with bleach over the weekend, fold them, and return them to the bins. Don't worry about mixing the towels between the bins.

Please return them to St. Paul's by 9:00 AM Monday morning, March 1st. If you need to return them earlier please leave them on the same brick wall next to the kitchen. If it is raining, the teachers are usually there by 8:30am, so please don't leave them out in the rain.

Please call or email me if you have any questions.

Thank you for the help,

**PLAYDOH**  
2 POSITIONS  
(Amended 2/13, 2/15)

**Job Overview**

Make and bring two batches of Playdoh (recipe provided) on a weekly basis throughout school year and deliver on Monday of each week by 9:00 AM. Two parents will make an alternating schedule or split the year in half. Schedule will be coordinated with Director. Reimburse out of pocket expenses if gluten-free recipe is necessary.

***Busy Period:*** Year long - Create two to four batches ready for delivery every Monday morning.

**Job Details**

**Responsibilities:**

- Work with director to set schedule for playdoh colors and non-traditional recipes. Contact other playdoh maker to set schedule for delivery of Playdoh.
- Make a list of the months each person is responsible to cover and give the schedule to the Director.
- We recommend that you make a test batch from the recipe provided prior to the first week of school.
- Make and bring two to four batches of Playdoh (four if gluten-free, otherwise two) on a weekly basis throughout school year and deliver on Monday of each week by 9:00 a.m, even if Monday or Tuesday is not your school day. One batch is for outside and one is for inside.

**Primary Contact:** Director

**Additional Information:**

- Must follow recipe exactly and let Playdoh cool before bagging. Playdoh will mold over time so only make enough for weekly usage.
- For this job, we ask that you cover the cost of purchasing these items (if the traditional flour recipe is used) in addition to donating your time. We would be happy to give you a thank you letter with the amount of the donation and tax ID number for your donation. If gluten-free recipe is necessary, please save your receipts and turn them in for reimbursement.

Recipes are attached.

## Gluten-Free Play Dough Recipe

### Ingredients:

2 Cup White Rice Flour  
1 Cup Cornstarch  
1 Cup Salt  
2 Tbsp Cream of Tartar  
3 tsp vegetable oil  
2 Cup Water, hot but not boiling  
Food Coloring, as desired

### Directions:

1. Mix all dry ingredients together in a large pot.
2. Add the vegetable oil, the water, food coloring, and continue to mix until thoroughly combined.
3. Cook the dough on the stove over low heat stirring frequently.
4. In the very beginning the mixture will be very watery but gradually will start thickening by forming lumps on the spoon and the bottom of the pot. Make sure to stir all the time not to burn the playdoh (or your pot!)
5. At some point it gets really hard to mix and turns into playdoh! It takes about 15-20 min.
6. Take it out and cool completely. Split into 2 equal parts and store in zip-lock bags.

## Traditional Playdoh Recipe

### One Batch:

3 cups flour  
1 and ½ cups salt  
3 tablespoons cream of tartar  
1 Tablespoon oil  
3 cups of water  
Food color – add drops until color is achieved in the mixture.

First week – Red  
Second week- Yellow  
Third week – Blue  
Fourth week – Green

Mix in large saucepan. Heat and stir until the consistency of "mashed potatoes"!  
When too thick to stir, dump mixture on floured board and knead the dough until soft and smooth.  
Usually you have to add more flour.

*Note: Teachers will supply recipes for scented play dough for sensory experience to be used during the school year.*

**Non-Traditional Play-Doh Recipes (Acknowledgement is given to Sharron Krull,  
www.playfulconnections.com)**

**Uncooked Play-Dough #1**

Mix:

8 cups flour

1 ½ cups salt

Gradually add:

1 tbsp Oil

3 cups water

Coloring (tempera or food coloring)

Stir in liquid and knead until thoroughly mixed

**Uncooked Play-Dough #2**

In a large bowl mix together:

4 cups flour

1 cup salt

6 tbsp Cream of Tartar

Add:

4 tbsp oil

3 ½ cups boiling water

Stir until thickened and remove from bowl. Knead and cool on countertop. Store in plastic bag.

**Cloud Dough**

3 cups flour

½ cup oil

Add enough water to make dough soft and pliable. This dough is very soft and elastic. Good for cutting with scissors.

**Kool-Aid Play-Dough**

1 cup flour

¼ cup salt

2 tbsp Cream of Tartar

1 envelope Kool-Aid unsweetened Soft Drink Mix (any flavor)

1 cup water

1 tbsp vegetable oil

In saucepan, mix flour, salt, cream of tartar and soft drink mix. Stir in water and oil. Stir over medium heat 3-5 minutes until mixture forms a ball in center of pan. Remove to floured surface and knead 1 minute. Store in plastic bag or airtight container in refrigerator.

**Finger Paint**

¾ cups Cornstarch

3 cups cold water

Mix until smooth. Add: 3 cups boiling water. Bring to boil again. Remove from heat. Add a small amount of dish soap.

### **Oatmeal Dough**

2 cups oatmeal (regular long cooking)  
1 cup flour  
½ cup water

Mix together. Dough is easily manipulated and looks different.

### **Cooked Clay**

2 cups salt  
2/3 cups water  
1 cup cornstarch  
½ cup cold water

Mix salt and 2/3 cup water in pan. Stir and heat 2-3 minutes. Remove from heat and add cornstarch and ½ cup cold water. Stir until smooth.

### **Alum Play-Dough**

Mix together:

2 cups flour  
1 cup salt  
2 tbsp oil  
2 tsbp alum

Add:

2 cups boiling water and food coloring. Stir until mixed. Let cool before use.

### **Coffee Grounds Dough**

2 cups used coffee grounds  
1 ½ cup oatmeal (regular long cooking)  
½ cup salt

Mix together. Add enough water to moisten. Nice texture.

### **Coffee Play Dough**

2 cups used coffee grounds  
1 ½ cups cornmeal  
½ cup salt  
Water  
Flour

Mix all ingredients until pliable. Add water, flour as needed to achieve a working consistency.

### **Lavender Flower Play Dough**

3 cups flour  
2 cups water  
¾ cups salt  
3 tablespoons oil  
3 tablespoons cream of tartar

1/8 cup violent powdered tempera paint  
10-20 drops lavender flower essential oil  
Purple glitter

In a large pot, mix together the first five ingredients until smooth. Place the pot over medium heat, stirring constantly until the mixture forms a large ball. While the mixture is still warm, place it on a floured cutting board and knead in additional flour until the dough has a silky texture. Add powdered paint and lavender essential oil and knead thoroughly. Sprinkle with purple glitter and knead again. Store in an airtight container.

### **Pumpkin Pie Play Dough**

5 ½ cups flour  
2 cups salt  
8 teaspoons cream of tartar  
¾ cup oil  
1 container (1 ½ ounces) pumpkin pie spice  
Orange food coloring (2 parts yellow, 1 part red)  
4 cups water

Mix all ingredients together. Cook and stir over medium heat until lumps disappear. Knead the dough on floured surface until smooth.

### **Red Rose Play Dough**

3 cups flour  
¾ cup salt  
3 tablespoons cream of tartar  
1/8 cup powdered red tempera paint  
1/8 cup red glitter  
2 cups water  
2 tablespoons cooking oil  
10 drops rose-scented potpourri oil

Mix the dry ingredients together in a large, heavy pot. Stir in the water, oil and potpourri scent until the mixture is smooth. Continue to stir the mixture over medium heat until it forms a ball. Put the dough onto a floured board, and knead it until it is cool.

### **Sparkling Peppermint Play Dough**

2 cups water  
2 cups flour  
1 cup salt  
4 teaspoons cream of tartar  
4 tablespoons oil  
4 tablespoons peppermint extract

Combine all ingredients in a heavy saucepan. Cook over medium heat, stirring constantly with a wooden spoon, until mixture thickens and pulls away from sides of the pan. Form dough into a ball, place on waxed paper, and allow to cool.

### **Gingerbread Play Dough**

2 cups flour  
1 cup salt

1 tbsp ground ginger  
1 tbsp ground cinnamon  
2 tbsp vegetable oil  
1 cup water

Mix together and knead until smooth

### **Sparkling Snow Dough**

2 cups water  
2 cups flour  
1 cup salt  
4 tsp cream of tartar  
4 tsp oil  
Iridescent glitter

Combine ingredients in a heavy saucepan. Cook over medium heat, stirring constantly with wooden spoon until mixture thickens and pulls away from sides of pan. Form dough into a ball, place on waxed paper and cool. Knead in glitter.

### **Chocolate-Scented Play Dough (Non-Edible)**

1 ¼ cups flour  
½ cup cocoa powder  
½ cup salt  
½ tablespoon cream of tartar  
1 ½ tablespoons cooking oil  
1 cup boiling water

Mix the dry ingredients. Add the oil and boiling water. Stir quickly, mixing well. When cook, mix with your hands.

### **Toothpaste Putty**

½ tsp toothpaste (cream not gel)  
1 tsp white glue  
2 tsp cornstarch  
½ tsp water

Mix toothpaste, glue, and cornstarch. Add water until you have a lump of putty. Putty should clean dish. Wash and dry hands. Squeeze and roll putty into a ball, the more it is rolled and pulled, the better it gets. Will begin to dry in 20 minutes. Just add a drop of water to soften. Will dry rock hard in 24 hours.

## PROGRAMS COORDINATOR

1 POSITION  
(Amended 6/15)

### **Job Overview**

This job ("the Coordinator") has 3 main responsibilities: (1) Publicity for and coordination of the sign-up process for Lunch Bunch; (2) Publicity for and coordination of the sign-up process for St. Paul's after-school programs; and (3) Publicity for and coordination of the online registration process for St. Paul's Summer School. The lunch bunch and after-school programs roles require the preparation of sign-up sheets, monitoring, and aggregation of family lists for the Director and Treasurer. The summer school role requires management of the summer school registration process, including coordination with the Director to confirm dates and available enrollment, the school's website coordinator to set up and/or update the registration page, the Communications Chair to advertise and send registration link, and Registrar to get access to the Family Page to track registration.

***Busy Period:*** September; January-March

### **Job Details**

#### RESPONSIBILITIES:

- This job has 3 main responsibilities:
  1. Publicity for and coordination of the sign-up process for Lunch Bunch
  2. Publicity for and coordination of the sign-up process for St. Paul's after-school programs
  3. Publicity for and coordination of the online registration process for St. Paul's Summer School
- This position is part of the Registration team, and should work closely with the Registrar and Assistant Registrar.
- This job runs June 2015 through the end of Summer School 2016, with the outgoing Coordinator overseeing Summer School.

#### Lunch Bunch Coordination:

- Promotion for the 2015-2016 school year:
  - Approximately three weeks before the beginning of the Fall and Spring semesters, confirm Lunch Bunch start and end dates with Director. Lunch Bunch typically runs from the third week of September to the third week of January, and the last week of January to the first week of May.
  - Include Lunch Bunch start and end dates in the school calendar and newsletter calendars (coordinate with the Website Coordinator and Newsletter Editor).
  - Include sign-up information in the weekly news bulletin (coordinate with Communications Chair) at a time that allows adequate notice to families to plan to sign up (at least two weeks before sign up begins).
  - Publicize Lunch Bunch sign-ups at the Parent Orientation (encouraging people to sign up online if possible).
  - Distribute staff-prepared flyer the first week of school for the 1<sup>st</sup> session of Lunch Bunch and first week back from Winter Break for the 2<sup>nd</sup> session of Lunch Bunch to all St. Paul's families in hanging folders.
  - Please note fliers should not be prepared and inserted into the hanging folders during the Lunch Bunch and Summer School Coordinator's workday; preparation should be done at home and fliers stuffed in folders before or after school, not during your workday.
- If Lunch Bunch sign up process is not moved onto the St. Paul's website, prepare sign-up sheets, which you will place on the sign-in tables located in front of the Green Gate.



Prepare and provide the following:

- Provide to the Director an aggregated list – by day – of child (first and last name) and primary parent (first and last name) that signed up at least two weeks prior to the beginning of each Lunch Bunch session.
- Provide to Treasurer and Assistant Treasurer the list of families and number of days enrolled for billing purposes. Keep an electronic copy of the enrolled families for the Registration team's records.
- Notify Director of all changes, i.e. drops or add-ons, as they occur.
- Serve as point of contact for drop-in requests. Provide updates to Director and Treasurer in a timely manner (within one week).
- For the 2016-17 Registration process that begins in January, Lunch Bunch sign-ups will occur as part of the registration process online and will be handled by the Registrar. You will work as a member of the registration team to coordinate and facilitate as the Registrar directs to facilitate the transition to a system that integrates the Lunch Bunch sign-up process into the Registration process.
  - This position will continue to serve as the point of contact for drop-in Lunch Bunch requests unless the Registrar determines otherwise.

#### After-School Program Sign-ups (Fall and Spring)

- The Secretary is responsible for determining what, if any, programs will be offered (in consultation with the Board and Director). The Coordinator may work with the Secretary to help determine what classes will be offered (i.e. music).
- Once a program is selected, the Coordinator is responsible for publicizing and facilitating sign-ups and working with the Hospitality Coordinator to organize staffing and parent involvement as needed. Any processes used by outside organizations must be approved by the Director to ensure our school's facilities are protected and preserved for student use the following day.
- Classes will take place in the fall (October-December) and in the spring (February-April). Classes will be held Mondays or Thursdays starting no earlier than 1:30pm and/or on Fridays starting no earlier than 12:15pm.
- Promotion:
  1. Coordinate any publicity efforts with the Communications and Marketing Chairs.
  2. Include class start dates in the school calendar and newsletter calendars (coordinate with the Webmaster and Newsletter Editor).
  3. Coordinate with Newsletter Editor to include after-school class article/advertisement one month prior to class start.
  4. Include information in the weekly news bulletin (coordinate with Communications Chair).
  5. Prepare flier to be distributed to all St. Paul's families in hanging folders. (Flier must be approved by Director prior to distribution.) Please note fliers should not be prepared and inserted into the hanging folders during the Coordinator's workday; preparation should be done at home and fliers stuffed in folders before or after school.
  6. Promote after-school programs at Orientation.
- For each after-school class, prepare sign-up sheets, which will be placed on the sign-in tables located in front of the Green Gate:
  1. Aggregate list of families signed up.
  2. Provide list of families to Treasurer for billing purposes.
- If the program requires parent involvement, work with Hospitality Coordinator to be sure that there are at least two parents working each class session. The Hospitality Committee will be responsible for managing the actual class sessions, possibly helping to work the classes if deemed necessary. The Hospitality Coordinator will be responsible for facilitating and ensuring that the school is locked, secured, and ready for school activities the next day.

## Summer School Registration:

### 1. Promotion:

1. In October, ask the Registrar and Director to verify the tuition rates for Summer School. (Rates may not be set until the November board meeting.)
  2. Obtain this year's Summer School session and Summer Lunch Bunch dates, tuition, and general information from Director by the beginning of January.
  3. Consult with the Registrar to coordinate summer school registration with general registration. The following timelines are meant as general guidance.
  4. Working with the Director and Staff, develop the Summer School promotional materials (flyer, emails, monthly newsletter). The Director must approve all written materials before distribution.
  5. In mid- and late-January, include Summer School session and Lunch Bunch dates, tuition and registration start date/time in the weekly news bulletin (coordinate with Communications Chair).
  6. Distribute Summer School informational flyer prepared by Staff in mid-January to all St. Paul's families in hanging folders. (Please note fliers should not be prepared and inserted into the hanging folders during the Lunch Bunch and Summer School Coordinator's workday; preparation should be done at home and fliers stuffed in folders before or after school, not during your workday.)
2. Coordinate with the Website Coordinator to update last year's summer school registration page on the St. Paul's website with this year's session dates and tuition information.
  3. One week prior to registration, coordinate with Communications Chair to send standalone email to all St. Paul's families, which includes registration link and instructions, and reminds families of registration start date/time.
  4. Email Registrar to verify access to family section of website so that you may track summer school registration after it opens to all St. Paul's families.
  5. This year, summer school registration was done on a first come, first served basis, so the first 36 families registered in each session secured a spot. Assuming this same process is used next year, then you are responsible for notifying families in a timely manner via email of their status (enrolled versus waitlisted), and for those families that secured a spot, reminding them to submit payment (i.e. a check) to the school (via the tuition box or other method chosen by Treasurer) for all enrolled sessions and Lunch Bunches.
    1. Aggregate list of children (first and last name) and their primary parent's (first and last name) that secured spots, noting sessions signed up for as well as each family's total number of Lunch Bunches.
    2. Provide list of families to Director, and to the Treasurer and Assistant Treasurer for billing purposes. Keep an electronic copy of the enrolled families for the Registration team's records.
    3. Provide updates as needed in a timely manner (within one week).
    4. If there are withdrawals, notify the first family on the waitlist of openings.
    5. Working with the Assistant Registrar, ensure any new families receive the required medical and registration forms required to attend St. Paul's.
  6. If there are spaces available after currently enrolled families have been allowed to register, working with the Registrar and Director, develop an advertisement for the BMC newsletter and/or e-bulletin to advertise spaces to the general public.
    1. If any new families register for Summer School, work with the Assistant Registrar to make sure the new families receive the required health, medical and other new family registration forms and turn them in prior to starting summer school.
  7. After completing your school job, you are responsible for providing transition information to the Registrar, including:

1. Copies of important emails sent out
2. Soft copies of fliers used
3. Other tips, timelines, etc. to help successor

PRIMARY CONTACT: Registrar (for Lunch Bunch), Secretary (for After-School Programs), and Registrar and Director (for Summer School)

ADDITIONAL INFORMATION:

## **SCHOOL TOUR COORDINATOR**

1-2 POSITIONS  
(Amended 2/15)

### **Job Overview**

Coordinate and organize school tours for incoming interested families with Registrar and Assistant Registrar. Prepare and check school supplies (name tags, pens, brochures) periodically and replenish school tour supplies as necessary. Organize and sign-up parents to be Tour Helpers (December). Conduct school tours on days other than your workday from approximately 9:05-10:15 AM during school tour season (January-March) and purchase light refreshments for January tours. Check in weekly with Registrar and Assistant Registrar to confirm which families have attended tours. Send an online survey to families who have toured and compile results (March). Assist Registrar and Assistant Registrar with registrar-related tasks as necessary, including New Family Orientation in May. M/T/Th/F workday preferred since tours are not conducted on Wednesdays.

***Busy Period:*** December to May

### **Job Details**

#### **Responsibilities:**

- Coordinate and organize school tours with Registrar and Assistant Registrar.
- Each week, post a schedule by the front door detailing the day, parent names, and child names of those touring.
- Make copies of brochure (provided by the Registrar).
- Prepare and check school tour supplies (name tags, pens, brochures) periodically and replenish school tour supplies as necessary.
- Organize and sign-up parents to be Tour Helpers (December)
- Meet with Registrar to review school tour script and practice giving tours. Familiarize self with commonly asked questions and appropriate responses.
- Conduct school tours on a day other than your workday from approximately 9:05 am until 10:15 AM) during school tour season (approximately January-February). Flexibility is a must.
- Purchase light refreshments for January tours.
- Check in weekly with Registrar and Assistant Registrar to confirm which families have attended tours.
- Send an online survey to families who have toured and compile results (March).
- Assist Registrar and Assistant Registrar with registrar related tasks as necessary, including New Family Orientation in May.

**Primary Contact:** Registrar and Assistant Registrar

#### **Additional Information:**

When there are two School Tour Coordinators, one takes the lead and one acts as the assistant.

## SHOPPER – COSTCO

1 POSITION

(Amended 3/14, 2/15)

### **Job Overview**

Works with Director to make purchases of school supplies, food, and maintenance items on a regular basis throughout school year. Purchase any supplies needed for Sparkling Saturdays, as requested by Maintenance Chair and/or Director. Must have own Costco card. Works within a budget set by Director.

***Busy Period:*** Beginning of each semester and before Summer School

### **Job Details**

#### **Responsibilities:**

- Must have Costco card.
- Three big shopping trips in August, January, and May plus monthly trips as needed.
- Director will provide shopping list of items needed.
- Purchase school supplies, food, and maintenance items needed from Costco (or occasionally other stores) as needed. (e.g. bathroom tissue, paper towel, terry towels, Ziploc bags, plastic cups etc.)
- Purchase any supplies needed for Maintenance Days, as requested by Maintenance Chairperson and/or Director. We will try and coordinate both lists.
- Original receipt and reimbursement form must be submitted to the Treasurer by placing it in her file folder within 30 days for reimbursement.

**Primary Contact:** Director

**Additional Information:** Based on volume of purchases may need large vehicle to transport purchases.

#### **Shopping List:**

Kirkland Butter Stick	Salted, in Blue Box
Kirkland Kitchen Bag	Tall, White
Kirkland Luncheon Napkin	Square, White
Kirkland Bath Tissue	36 Roll Bag
Kimberly Clark Dispenser	#475023
Dixie Paper Bowl	135ct / 20oz
Dixie Paper Plate	6-7/8
Dixie Paper Cup	3oz
Dixie Paper Cup	5oz
Dixie Paper Cup	9oz
Dixie Plastic Knife	White Plastic 500ct
Dixie Plastic Fork	White Plastic 500ct
Dixie Plastic Spoon	White Plastic 500ct
Dawn Dish Soap	
Lysol Toilet Cleaner	
Electrasol Power Ball Tabs	Dishwasher Tablets
Kleenex Brand Tissue	300 2-ply tissues
Ziploc Bags	1 Gallon Freezer
Ziploc Bags	Sandwich Bags
Ziploc Bags	1 Gallon Zipper

Black Sharpie	Marker
Copier Paper	White, by Case
Kirkland Bottled Water	70 count, two layer bottle
Precious String Cheese	60 Sticks in a bag
Kirkland Baby Wipes	1 Case

**SHOPPER – TRADER JOE’S**  
1 POSITION  
(Amended 2/13, 3/14, 2/15)

**Job Overview**

Works with Director to make weekly purchases of food, beverages, and produce from Trader Joe’s (or another location as requested by Director) for the school. Director will provide shopping list.

***Busy Period:*** Year-long, every week

**Job Details**

**Responsibilities:**

- Purchase weekly supplies of food, beverages and produce from Trader Joe’s (or another location as requested) for the school, using shopping list provided by Director. Please watch for pasta sales at Safeway/Smart and Final.
- Our first choice is organic fruit.
- Shopping is done on a weekly basis to provide daily snack based on monthly snack menu provided by Director.
- Must be available every week or find a suitable back up when not available.
- Items purchased: Fruit and vegetable wash, two large blocks of cheese (one jack and one cheddar), 4 boxes of Wheat Crisp crackers, 4 tubs of parmesan cheese, 4 packages of Stoneyfield yogurt tubes, 4 boxes of graham crackers, 3 boxes of Puffins original cereal, 16 oranges, and 16 apples per week.
- May occasionally need to shop at Safeway to purchase Barilla Whole Wheat Pasta. We need 5 boxes each time we serve the snack, so we prefer that we buy as much as possible at Safeway when it is on sale.

**Primary Contact:** Director

**Additional Information:** You will typically need to drop off the food that is purchased immediately after it is purchased.

## **SUB COORDINATOR**

1 POSITION  
(Amended 2/13)

### **Job Overview**

Responsible for tracking when parents use a paid sub on their workday and helping to facilitate payment for subs. Parents email the Sub Coordinator the first and last name of the sub they used, the date worked, and the amount and day paid. Sub Coordinator records this information and prepares a summary at least two times per year, or as needed. Communicates regularly with the Director regarding schedule of paid subs. If sub has not been paid after a reasonable time, the sub may ask the Sub Coordinator to send an email to the workday parent to check on the payment. For expectant mothers, explain the St. Paul's maternity policy and determine if a parent is taking a leave or using paid subs to cover for any workday absences. Communicate this information to the Director. Works with Communications Member-at-Large, who maintains list of on-call subs. Reports to Assistant Treasurer.

***Busy Period:*** *Steady throughout the school year*

### **Job Details**

#### **Responsibilities:**

- Parents will email the Sub Coordinator the first and last name of the sub they used, the date worked and amount and day paid. Sub Coordinator records this information and prepares a summary monthly, or as needed.
- When there is an excess of parents working on a specific day, as determined by the Board, parents will first contact the Sub Coordinator to determine whether a paid sub is needed. The Sub Coordinator communicates to the parent whether they should pay St. Paul's directly, or secure a paid sub for their workday absence.
- Communicate regularly with the Director regarding schedule of paid subs.
- If sub has not been paid after a reasonable time, the sub may ask the Sub Coordinator to send an email to the workday parent to check on the payment.
- For expectant mothers, explain the St. Paul's maternity policy and determine if the parent is taking a leave, or using paid subs to cover for any workday absences. If using paid subs, the sub coordinator will schedule the subs and notify the expectant mother who will pay the subs directly. Communicate this information to the Director.

**Primary Contact:** Assistant Treasurer

**Additional Information:** Also works with Publicity and Communications Member-at-Large who maintains list of on-call subs. Will also consult with the Director on scheduling issues.



## **SUNSHINE COORDINATOR**

1 POSITION  
(Amended 2/15)

### **Job Overview**

Organize signups to help and provide meals to any school families in need, including families with new babies. Responsible for posting family related news in the monthly newsletter (such as new births). Send flowers and/or small gifts on behalf of school to such families with approved budget. Coordinate responsibilities with Communications Member-at-Large.

***Busy Period:*** *Steady throughout the year*

### **Job Details**

#### **Responsibilities:**

- Post signups / create on-line sign up to help and provide meals to any school families in need, including families with new babies. Coordinate delivery and providing of assistance. Serve as primary contact, answer any questions, etc.
- Announce meal sign ups and new babies in weekly e-bulletin.
- Post family related news in the monthly newsletter (such as new births).
- Purchase card for families for Board to sign.
- Please see Director regarding the purchase of a book for the new births in a family.

**Primary Contact:** Secretary, Director

#### **Additional Information:**

## **WEBSITE COORDINATOR**

1 POSITION  
(Amended 5/15)

### **Job Overview**

Researches and sets up/oversees implementation and maintenance of school website. Website includes information about school and program, calendar, Fun Faire, links to related sites, and downloadable forms for registration. Develops new information for website as directed by Board and Director. May be requested to assist with monitoring incoming e-mail for Director, staff, and/or Board members. Familiarity with Microsoft Office software, html, and basic web programming or willingness to learn programs necessary.

For the 2015-2016 school year, there will be two Website Coordinators. Website Coordinator 1 ("WC1") will be primarily responsible for the front-end maintenance and redesign of the website while Website Coordinator 2 ("WC2") will be primarily responsible for the Families Section, registration database and other back-end systems. WC1 will be a member of the Marketing Committee and reports to Marketing & PR Member-at-Large. WC2 will report to the Registrar.

***Busy Period:*** August (Fun Faire, calendar and new school year updates) and registration/school tour periods

### **Job Details**

#### **Responsibilities:**

The two Website Coordinators will share tasks as needed to balance their workload. Their shared responsibilities include, but are not limited to, the following:

- Researches and sets up/oversees implementation and maintenance of school website.
- Develop new information for website as directed by Board and Director.
- Familiarity with Microsoft Office software, html, and basic web programming (php, etc.) or willingness to learn programs necessary.

WC1 is primarily responsible for the front-end maintenance and redesign of the website including, but not limited to, the following:

- Contact the Director in late April to see if the school calendar for the following year has been finalized. Upload the calendar to the website as soon as it is finalized.
- Ensure the school calendar is available and updated on a regular basis.
- Work with the President, Director, Marketing/PR Chair, Secretary, Fun Faire Co-Chairs, Auction Co-Chairs, and others as appropriate, to update the content of the website.
- Manage events and articles section of website. If parents want to post an article or event, they must contact the director for approval. Once approved, the website coordinator uploads information to the website.
- Member of Marketing Committee.
- Work with the Marketing Chair on any changes to the website recommended by the Marketing Committee.

WC2 is primarily responsible for the Families section, registration database, and other back-end systems including, but not limited to, the following:

- Work with Registrar and volunteer web programmer to implement online registration forms and interaction with Google Docs, Google Sheets, Google Forms, and databases as needed.
- Maintain website information as needed, both public and families-only information. This may include updating job assignments, providing alumni information to the Alumni Relations Coordinator, deactivating a person's access to the website, and inputting and/or editing registration assignments.
- Ensure relationship with web service provider is correctly maintained, including domain registration and site contacts.
- Update contact email addresses on website (for example, for the Director and the Board of Directors).
- Work with the Registrar, President, Director, and Vice-President, and others as appropriate, to ensure the materials in the Families Section (aka Profile section) of the website are current and up-to-date as changes are made.
- Inform the President(s) of the web hosting login credentials, and let them know if you update the password(s).

**Primary Contact:** Marketing & PR Member-at-Large and Registrar

**Secondary Contacts:** President, Assistant Registrar, Board, Fun Faire Co-Chairs, Auction Co-Chairs, Director

**Additional Information:** Passwords and additional website information provided by previous Website Coordinator.

## **YEARBOOK COORDINATOR**

1 POSITION

(Amended 2/13, 2/15)

### **Job Overview**

Must attend and photograph key school events. Must bring camera on day other than your workday once a month to take photos of Junior and Senior Class in order to get a variety of photos. Collects pictures from the Director, staff, and parents to supplement pictures taken by the Yearbook Coordinator. Designs and produces annual yearbook for the school. Yearbook should be completed and ready for distribution by the second week of May. Manage and monitor yearbook ordering, collect the money, and distribute the books. Experience with photography and scrapbooking/album making helpful but not required. Creativity a plus. Reports to Secretary.

***Busy Period:*** Throughout the year, heavy around April-May.

### **Job Details**

#### **Responsibilities:**

- Must attend and photograph key school events; check school calendar and newsletter
- Arrange time to go to the school on non-work days to take photos of the Junior and Senior Classes in order to get a variety of photos.
- Collect pictures from parents and teachers.
- Create and design annual yearbook for the school.
- Please advise staff of deadlines necessary for publication.
- Strive for equal representation in the yearbook for all children. Keep a tally sheet to be shared with Director before yearbook goes to publication.
- Complete yearbook by April 30<sup>th</sup> and have ready for distribution by the second week of May.
- Create and distribute promotional flyer to advertise and organize sale of yearbook to each family by early April.
- Manage and monitor yearbook ordering, collect the money and distribute the books.
- Please do not bring your child or their sibling to school, if it is not their regular school day, when shooting pictures on non-workdays.

**Primary Contact:** Secretary, Director

**Additional Information:** Examples of previous yearbooks available for review. Check with slideshow coordinator(s) for additional photos if necessary.