

VMCP Jobs Descriptions 2020-2021

A cooperative preschool is powered by its membership. Each member has a role to play in the day-to-day success of our cooperative preschool. VMCP Members are asked to provide three different types of support to help the co-op thrive:

- Members work in the classroom, assisting the Teachers and playing with the children.
- Members participate in fundraising to help our school meet its financial goals.
- Members are assigned one **Co-op Operations Job** that is in addition to the time they spend in the classroom.

This document describes the **Co-op Operations Jobs** that exist to support VMCP. There are many different Co-op job options with varying levels of time commitment. Some jobs are class-specific and others are school-wide. Occasionally due to the enrollment, a family may end up having two co-op jobs. A number of the jobs are Board positions (officers on the Board are elected the previous Spring, but any vacancies are appointed as needed throughout the year). Each job is vital to the smooth functioning of our preschool and is appreciated!

Although we do our best to place you in one of your chosen jobs, you might not be assigned a job you've requested. If you have any specific skills or interests, please let the Jobs Coordinator know. You will receive detailed information about your job at the start of the school year. While most jobs only happen during the school year, some involve work done in the summer. For these jobs, you assume your job begins in June prior to the September start of school, and is over the following the June, when the school year has finished.

Some VERY Important Thoughts About Your Co-op Job

- Many of the jobs are time-sensitive. For example, the parent coordinator must post and distribute class schedules in advance so that working parents and caregivers know when they are scheduled to work in the classroom. The Supplies Coordinator/Costco Shopper must have supplies restocked before they run out.
- If something prevents you from carrying out your job, it is your responsibility to find someone to get it done. Our Co-op only works well when each individual meets his/her responsibilities. Our Teachers and other Members are depending on you to do your job as you are depending on them to do theirs.
- Please don't be shy about asking for help when you need it. We all have hectic lives and young children, and even with the best of intentions, life gets disrupted when you have a sick child or are trying to juggle work and/or school schedules. Everyone in the preschool is going to need to ask for help or be asked to help at some point during the year.
- If you have questions about how to do your job, read thoroughly the detailed job information handed to you at the beginning of the year (if applicable), read the job description in this handbook, or ask the Jobs Coordinator, the Teachers, or a Board Member.
- Things will work best if you don't wait to be told what to do... take ownership of your job and do it well all year!

2020-2021 VMCP JOBS NEEDING TO BE FILLED

VMCP BOARD POSITIONS

(For a full list of board positions see the VMCP please website)

SECRETARY

- Assist and report to Board Co-Chairs as needed
- Take minutes at monthly Board meetings, submit the minutes for vote of approval to the Board, and send approved minutes to the Board prior to next Board meeting
- Attend monthly Board meetings
- Review periodically VMCP's record Retention Policy to ensure compliance with new or revised regulations
- Administer completion of VMCP's Document Retention Timeline, as outlined in VMCP's Record Retention Policy, in the Spring
- Keep and maintain back-up files in electronic and/or hard copy form, as per VMCP's Records Retention Document Schedule, of the following VMCP materials: forms, minutes, Handbook editions, administration/legal records, personnel records, corporate/Board records
- Sign checks as necessary
- Form Whistleblower Resolution Committee (may include Executive Committee Members) and act as Compliance Officer in Whistleblower cases, if needed, to investigate, document, and take action in the case, as per VMCP's Whistleblower Protection Policy
- Member of the Executive Board and Scholarship Committee.

PAC (Parent Advisory Council) REP

- Attend monthly Board meetings
- Attend monthly Seattle Central College PAC meetings to coordinate activities and ideas with the other co-op preschools and to facilitate communication between the college and the individual co-ops
- Report on both the status of VMCP as well as present any questions from VMCP's Board
- Insure that VMCP's assessment fee is paid in full
- Assist VMCP in completion of PAC Scholarship requests, if needed
- Share relevant information learned from other co-ops at Board meetings

PARENT COORDINATOR for 4/5 CLASS *(other classes' PC positions have been filled for this year)*

- Serve as liaison between Board and class parents and between Teacher and parents, for issues, concerns, and questions throughout the year
- Attend "Parent Coordinator Orientation" in the Summer with Parent Educators and other PCs.
- Attend monthly Board meetings and provide updates to the Board about any classroom issuers
- Participate in orientation, by being prepared to orient new families to the role of the PC and answer questions about the structure of the class.
- At Orientation, collect and organize all forms needed for your class including: Certificates of Immunization (CIS)/Certificates of Exemption (COE) , permission to photograph, and permission to pick up forms. As new families join throughout the year collect their forms as well.
- Create the schedule of parent work days and share the schedule with the class each month.

- Consolidate and distribute communications from Board members to the class on a regular basis via email or verbally at parent education meetings
- Help new VMCP families integrate into co-op experience, acting as a point person to orient new families to the class.
- Coordinate job coverage for families who are on leave (maternity/paternity leave, etc.), with the support of the board if needed.
- Support Teaching Assistant and Head Teacher in planning field trips. Coordinate with teaching assistant about collecting field trip forms, copies of driver's license/proof of insurance for field trip divers.
- Notify Registrar of any changes to the roster and distribute class roster updates to the Teacher and parents in the class
- Organize as needed teacher end of year gifts, teacher appreciation week, as well as class support, such as new baby meal trains
- Arrange summer meet ups, if desired by the class.
- Encouraged to help families organize before or after school play dates, carpool groups, childcare swapping, parent night outs, and other class related meet-ups.

FUNDRAISING/DEVELOPMENT CHAIR

- Organize, oversee, and assign duties for all fundraising events, including the annual auction (or event), with help from the Fundraising Committee
- Send out all-school announcements and invitations to the auction or other fundraising events
- Attend monthly Board meetings to report on fundraising progress and plans
- Work with Board to develop a budget, define the scope, and determine financial goal
- Research and determine which fundraisers the school will participate in throughout the year
- Keep and maintain backup files in electronic and/or hard copy form, as per VMCP's records Retention Document Schedule, of the following VMCP materials: fundraising records
- Write appropriate report and thank you letters after fundraising events, with the help of the fundraising team if needed

NON-BOARD POSITIONS

CLEANING COORDINATOR - Bathrooms (2 positions)

- Cleans school bathrooms weekly (each position will clean 1x per week per schedule worked out with teacher)
- Duties: clean toilet with toilet cleaner, wipe down sink, clean mirror with glass cleaner, sweep and mop floor, refill paper towels and soap
- Disinfect area per COVID health guidelines: wipe down all areas with approved disinfectant agent (high touch areas will also be disinfected daily by parents working in the classroom)

CLEANING COORDINATOR - Weekly Toy Disinfecting (1 position)

- Disinfects classroom toys used on playground weekly
- Puts clean toys away in designated storage area

- Can be done during class hours but not on your class work day (not while helping out in your child's class)
- Job needs to be performed on a Friday

CLEANING COORDINATOR - Kitchen (1 position)

- Cleans school kitchen weekly: wash and put away dry dishes, wipe counters, clean sink, sweep and mop floors, return any of our supplies to classroom and re-stock (i.e. cleaned paint brushes, paint cups, etc.)
- Take lead on organizing kitchen weekly to make sure that items belonging to VMCP are in the place assigned to them and not mixed up with items belonging to the Land Trust
- Job can be performed on day working in your child's class, but not during class time

SUPPLIES COORDINATOR/COSTCO SHOPPER (1 position)

- Responsible for keeping school stocked with cleaning, kitchen, and bathroom supplies, including bleach and bleach wipes, paper towels, toilet paper, tissues, garbage bags, and hand, dish and dishwasher soaps
- In August, communicate with Head Teacher to confirm what supplies are needed for start of school, and bring them to preschool by the all-school set-up days
- Through the year, take weekly inventory of supplies listed above
- Order for delivery or purchase needed supplies biweekly or monthly
- Check in regularly with Teachers to be sure inventory is adequate
- Organize efforts to have parents bring items, such as every now and then asking school-wide for families to bring in paper towels, toilet paper, dish soap, construction paper, etc. based on what teachers identify as a need
- Submit receipts to the Treasurer for reimbursement on a monthly basis
- Keep supply closets organized. Restock new supplies

ASSISTANT TEACHERS (3 positions, one for each class with a back-up also assigned)

- Assist the teacher with classroom curriculum projects
- Works with the teacher to prepare art projects and curriculum, including preparing classrooms for new themes
- VMCP will reimburse for CPR/First Aid classes if needed
- **4-5 Only:** If class has a field trip, support field trip by distributing Field Trip Forms (as needed), collect copies of driver's licenses/proof of car insurance from field trip drivers and give a copy to PC.
- Position requires availability outside of class time

CLASSROOM ORGANIZER (1 position)

- On a weekly basis, responsible for putting away cleaned and dried toys and art supplies at teacher's direction
- On a weekly basis, assist in organizing art supplies and other classroom areas

DEVELOPMENT/FUNDRAISING COMMITTEE MEMBER (4-5 positions as enrollment allows)

(Potential job for parent/child not attending in-person classes)

- Work with Fundraising/Development Chair to implement all fundraising efforts
- Attend Fundraising Committee meetings as scheduled
- Assist with procuring items for and organizing annual auction
- Be the point person for your class, accepting all the procurements from your class and documenting on spreadsheet as organized by the Fundraising Chair
- Organize the class participation in fundraising, for example, class art project
- Communicate with each class via Parent Coordinators regarding the current fundraising project
- Encourage member participating in each class

MAINTENANCE AND REPAIR (2 positions)

- Ideally someone with solid construction experience
- Basic tools/carpentry skills required
- Monitors condition and ensures safety of large toys and equipment for both inside and outdoor classrooms and play areas
- Assist with improvements to the physical space as well as functional/organizational improvements
- When necessary, obtain bids from outside contractors for services or improvements which require professional assistance
- Attend Board meetings, if necessary, to present project proposals, bids, plans, etc.
- Plan and implement Board approved aesthetic improvements, recruiting other members to assist as needed
- Inspect equipment and toys regularly, and report to board or teacher as needed
- Repair or remove broken or dangerous toys or equipment and notify the Teachers
- Perform maintenance tasks and/or repairs at the request of the Teachers and/or the Board
- Notify the teacher of the estimated value of any damaged preschool equipment/or toys for insurance replacement purposes
- Recruit other members to help with maintenance or special projects (e.g., email the whole school to see who can come help you repair something on the weekend that would take several people to finish)

MUD KITCHEN ORGANIZATION (1 position)

- Weekly cleaning of mud kitchen
- Weekly retrieving of mud kitchen items from around play yard and organization at mud kitchen station

- Help gather materials to use in the Mud kitchen as directed by teacher

GROUNDSKEEPING (1 position)

- Responsible for maintaining the vegetated areas at the school space
- Includes mowing and weed-whacking regularly (frequency varies seasonally) and blower-cleaning
- Must have gardening/yard work experience
- Equipment helpful, some equipment available at school

LAUNDRY COORDINATOR (2 positions)

- Coordinate with Jobs Coordinator and Teachers to maintain a clean supply of towels in the classroom
- Responsible for doing the classroom laundry weekly, off site, on a regular schedule (ie one person takes home laundry on Tuesday and one on Friday)
- Collect dirty laundry in lid covered laundry tub from school
- Laundry must be washed separately from any family clothing/items, with bleach
- Laundry tub should be disinfected before placing clean laundry back inside
- Solicit, when necessary, donations of old towels from Co-op members via Parent Coordinators or by sending an all-school email.

RECYCLING COORDINATOR (1 position)

- Responsible for weekly recycle runs to dump
- Occasionally also take garbage to dump
- Truck needed to conduct job

LIBRARY ASSISTANT (1 position)

- Responsible for going to the library every 3-4 weeks to pick up curriculum theme-related books for all classes that have been placed on hold by teacher
- For each classroom theme, stocks bookshelf with VMCP-owned books and re-shelves books from the previous theme

THRIFTWAY RECEIPTS COORDINATOR (1 position)

(Potential job for parent/child not attending in-person classes)

- Organizes VMCP participation in Thriftway's "1% back on receipts" program by publicizing program to co-op membership, reminding parents regularly about program
- Collect receipts regularly from co-op membership

- Tally school totals
- Submit totals to Thriftway
- Reports results to VMCP Treasurer monthly (totals used to track funds raised and encourage further participation)