

Rosedale Playschool

Descriptions of Parent Volunteer Roles

Board Assistant

(1 family needed)

Time Commitment: Variable. Likely less than 5 hours per month. More time will be required in Aug/Sept and again in January and March. Must assist at all Information, Orientation and Registration night in February and September, unless otherwise directed by the Board.

Special Requirements: Familiarity with spreadsheets and group email techniques would be an asset.

Duties:

Start-up: With guidance from the Registrar and Volunteer Coordinator, coordinate the Criminal Records Checks (CRC). This may involve some communication with the Calgary Police Service. Each classroom volunteer is required to have a valid CRC as per Playschool policy and each family is required to participate in a minimum number of LD days, which varies each year and for each class.

Other Board Support:

- Support current President in whatever way they need; help transition the current President in new role.
- Conduct classroom showings for new families when Registrar is not available.
- This role may involve assistance with other Board-related duties.
- Attend board meetings as requested (usually first board meeting of the school year)

This role may involve expenses from time to time. All costs will be reimbursed. Contact the treasurer at treasurer.rosedale.playschool@gmail.com for instructions. Receipts must be submitted before the Playschool year-end.

Board Assistant - Marketing

(1 family needed)

Time Commitment: 1-5 hours per month. Likely the busiest time will be in the lead-up to Registration in February and the beginning of the Playschool year in September.

Special Requirements: Familiarity with Facebook Group/Page management and Instagram

Duties: Support the Board with various Marketing projects throughout the year, including but not limited to managing the Rosedale Playschool Facebook page, Instagram account, coordinating community signage and/or mail-outs for marketing to new families, and more.

This role may involve assistance with other marketing-related projects as they arise throughout the year.

This role may involve expenses from time to time. All costs will be reimbursed. Contact the treasurer at treasurer.rosedale.playschool@gmail.com for instructions. Receipts must be submitted before the Playschool year-end.

Charity Committee

(4 families needed - 1 family for each class; 1 family to assist teachers in coordinating the project)

Time Commitment: Several hours in Nov/Dec and possibly again at another time in the year

1. Duties for Class Representatives (3 families):

- Organise and deliver hampers (one per Playschool class) for Adopt-a-Family at Christmas time.
- Review the list of items needed for your assigned family in need and create shopping lists for each Playschool child in your class.
- Closer to Christmas, contact the 4 families to confirm delivery days/times for the hampers.
- Meet with the committee to prepare the hampers (i.e. wrap gifts, sort through donated items and assign them to appropriate families, ensure that all food items have been collected) and deliver to the family.
- Please monitor your hampers for gift cards and ensure they are stored safely in the playschool office.
- Prior to assembling the hampers the committee needs to ensure there is adequate tags, gift wrapping, stocking loot bags for treats, and gift bags.
- Please **remove all obvious Halloween candies from the hampers and discourage families from donating them.**
- **We'll meet on DATE TBD in the afternoon (TIMING TBD).**

2. Duties for Teacher's Charity Assistant (1 family):

- In addition to duties listed above, the week of **DATE TBD**, check in with teachers and with Kay (works for Care Connect in Bridgeland) to start organizing and to identify the 4 families in need.
- Identify the items needed for each of the 4 families and distribute lists to other committee members.
- Make a Poster related to what Care Connect does, and the basics of the family make-ups for each class with their interests and allergies.
- Create a poster with 3-4 tags per family member with just gender and age.
- Explain on your poster that if you take a tag to return it with a present attached.
- Ensure that wrapping, tags, stocking goodie sacks, and gift bags are either requested of our school families or purchased as a reimbursable expense. A budget for such purchases, if required may be requested from the Treasurer.

There is a possibility that another charitable event will be organized later in the school year.

Event Items Procurement and Purchaser

(2 families needed; share role over the entire school year)

Time Commitment: Various (short shopping trips every few weeks). Four times per year shopping needed for big event items.

Special Requirements: Costco membership is an asset, but is not necessary. Likes to shop ☺

Duties: Check with teachers in advance and organize each of the following:

- A donation of mini pumpkins in October
- A donation of a tree and/or other items in December
- Balloons for the 4-yr-old graduation in June

Duties also include:

- Pricing and buying craft, kitchen and cleaning supplies, new equipment and toys for the Playschool.
- Supplies for Playschool pets must also be purchased when needed.
- Teachers will give a minimum 1-2 week notice for items needed.
- Periodically, a form with purchase requests and the date it is needed by will be given by the teachers or Board. The committee member will purchase the items in a cost-effective manner. Cost comparisons may be required.

Expenses: Costs will be reimbursed. If the Playschool is not billed directly by the merchant (the teachers can give direction as to where accounts are held, especially for cleaning supplies), submit receipts to the Treasurer for reimbursement as soon as possible. Contact the treasurer at treasurer.rosedale.playschool@gmail.com for instructions. Receipts must be submitted before the Playschool year-end.

Family Photos Day

(1 person needed)

Time Commitment: 1 day shift on a TBD (tentative date)

Special Requirements: You MUST be available for the day of the photo shoot.

Duties:

- Coordinate this event with the Vice President of the playschool board.
- The photo sessions normally occur in October or November for Christmas Family portraits and the sitting fee is given to the playschool as a fundraiser.
- Once the date of the session is confirmed, post a promotional poster advertising the fundraiser and a sign-up sheet with session times and headings for the name of family, phone number, along with a collection envelop.
- Monitor the sign-up and payment to ensure that everyone has deposited the required sitting fee to hold their spot, record which families have paid and give payments to the Treasurer.
- Contact those who have not paid to ensure that their spot is held. Encourage people to sign-up, as the sitting fee is a fundraiser for the school and is open to families outside of the registered playschool families.
- The day of the photo shoot, arrive 20 minutes prior to the first sitting to assist the professional photographer in set-up and remain on-site for all the Family Photos sessions (normally 6-7 hours).
- Organize families as they arrive for their sessions, sign them in, ensure each session lasts no more than 10 minutes, contact families who do not show up to see if they still intend on arriving, and assist with teardown

Floor Waxing

(2 families needed)

Time Commitment: 1 afternoon for approx. 5 hours each time. 1 family to do the floor waxing in August before school starts and the other family to do it again over the December break.

Special Requirements: Physically able to move heavy and bulky furniture.

Duties: Move classroom furniture to one side of classroom and wax the floors. The Volunteer Coordinator and/or Teachers will email you with exact details of the job approximately one month in advance.

Gardening Committee

(5 families needed; incl. 1 committee head to coordinate clean-up days and summer watering schedule)

Time Commitment: As required: Maintenance and watering July to October, Garden shut-down when weather turns cold in October to November, with Spring clean-up and planting April to June.

Special Requirements: Access to gardening tools. Access to a truck may be helpful but is not necessary. Physical Labour Required.

Duties:

June-August: Maintain garden (watering, weeding) over the summer. (Develop a schedule assigning a person to each week over the summer)

Prior to start of School Year:

- Coordinate with other committee members and with the teachers to ensure that the garden is maintained and watered.
- Ensure that the outdoor gravel box is filled prior to the first day of classes. If the gravel box is not full, arrange for a new load of pea gravel (no sharp edges on the rocks) before the first day of classes. Check with teachers regarding necessary requirements or preferences.
- Prior to start of school year, check with teachers to determine if new mulch or other material is needed for the outdoor garden and, if necessary, arrange for delivery and installation of such.
- The teachers may also need sand for the indoor sand table prior to the first day of classes. Check with teachers prior to first day of classes and, if necessary, arrange for delivery and installation of such.

General Fall: Clean-up in garden (raking, pruning, bagging/hauling away, etc.)

General Spring

- Planting, cleaning, and watering
- Coordinate with teachers and Purchaser to procure new plants to be added to the Garden in May/June, if needed, and plant new plants, mulch the soil, weed, water, etc in Apr/May/June.

Expenses: All costs will be reimbursed. Submit receipts to the Treasurer for reimbursement as soon as possible. Contact the treasurer at treasurer.rosedale.playschool@gmail.com for instructions. Receipts must be submitted before the Playschool year-end.

Laundry

(2 families needed: one for Sept-Jan, and one for Feb-Jun)

Time Commitment: 1-2 hours (a load of laundry) weekly.

Special Requirements: Laundry facilities.

Duties:

- Launder paint shirts, cloths, and towels on a weekly basis.
- Dress-up and doll clothes will be included as necessary.
- Spray de-lousing liquid on hats and wigs 4 times a year.
- Laundry is picked up at the school on Thursday/Friday and returned to the school on the following Monday/Tuesday.

- Check with the teachers for any special laundering requirements when you pick up the soiled laundry.

Legal Advisor

(1 family needed)

Time Commitment: 1 - 2 hours of research and/or meetings per month

Special Requirements: Legal background required.

Duties: The legal advisor will be available for ad hoc legal advice relating to Playschool policies. He/she will assist the Playschool President with an annual review of employee contracts and will assist with the review and re-writing of the Playschool by-laws. This person will NOT act as legal counsel but will merely serve in an advisory capacity.

Library Assistant

(1 family needed)

Time Commitment: Flexible. Visit public library 1-2 hours every 3 weeks. Check with teachers periodically for special requirements for class materials.

Special Requirements: A Calgary Public Library card.

Duties: Supply library books for the Playschool. Books are borrowed from the Calgary Public Library children's collection. Under arrangement with the library, books are renewed for 3 to 6 weeks depending on the length of the unit. Each unit will require approximately 10-15 relevant titles. Gather and return all books by their due date each time.

Lucky Duck Coordinators

(3 families needed - 1 for 3am Class, 1 for 4am Class, 1 for 3/4pm Class)

Time Commitment: Approximately 2 hours a month

Duties: Coordinating and maintaining the Lucky Duck (parent volunteer) sign-up for your class

- Lucky Duck calendars are online via Sign Up Genius. The Volunteer Coordinator will provide you with administrative access so you can pull reports and view the calendar.
- With the help of the Volunteer Coordinator, establish how many days are available for parents to sign up for each half of the school year. We divide the year in half: first half runs Sept-Jan 31st; second half runs February –June.
- The amount of days parents can sign up is staggered, initially families can sign up for 1 day at Orientation. Additional day sign-up for Fall will be **DATE TBD**, after this week the entire calendar should be filled by the Lucky Duck Coordinator.
- Second Term Sign-up will begin **DATE TBD** and additional days opened on **DATE TBD**. AGM attendees and board members receive priority sign up. It is the Lucky Duck Coordinators job to ensure all of this term is filled by the beginning of January. The schedule and plan for lucky duck sign-up will be coordinated with the Volunteer Coordinator so that all Lucky Duck coordinators understand what they need to do, for consistency and to ensure coordinators are communicating effectively with their class.

- Coordinators are responsible for checking/maintaining the lucky duck calendars for their class to ensure that families are signing up correctly and for the proper amount of days. If there are open spots on the calendar (no volunteer) then it is the class coordinator's responsibility to communicate with the class and fill any open spots. Coordinators are also responsible for managing the calendar/situations if a family has signed up for too many or another family did not get to sign up for their allotted days. Please ensure the number of sign up days are even among families.
- Note that Lucky Ducks are not required for field trip days, Teddy Bear Picnic and the 4am and 3/4pm class Skating Party
- Send out reminder emails to families on the 26th of each month to the following month's Lucky Duck volunteer with the dates and names of the families for that month. (All emails must c.c. Volunteer Coordinator and the rosedale teachers)

Maintenance

(2 families needed)

Time Commitment: Variable, flexible. Approximately 2-3 hours every couple of months as required.

Special Requirements: Handyman skills and some tools would be an asset. Access to a truck may be an asset but not necessary.

Duties: Help to keep toys, equipment and furniture in working order. This may involve finding an appropriate shop to repair a damaged item (and following up to ensure work is done, items are returned and Playschool is invoiced fairly), finding other parents to help with repairs or doing the repairs yourself. The teachers and/or Board will inform you as things need to be done.

Expenses: All costs will be reimbursed. Submit receipts to the Treasurer for reimbursement as soon as possible. Contact the treasurer at treasurer.rosedale.playschool@gmail.com for instructions. Receipts must be submitted before the Playschool year-end.

Music

(1 family needed)

Time Commitment: Variable, flexible. To be determined through discussions with the teachers.

Special Requirements: Formal training and/or experience in music. An interest in working with young children. Ability to attend some classes and parties (e.g., winter parties at Christmas).

Duties:

- Role is flexible based on experience
- Work with the teachers and children to determine topics of interest.
- Introduce the children to some basic concepts in music (e.g., rhythm).
- Work with the children to develop a concert at the winter parties at Christmas and at graduation time or will involve coming into all classes to do music.

Parent Social and Silent Auction Fundraiser Committee - Community Assistant

(1 family needed)

Time Commitment: 8-10 hours of preparation from May-October. Must be available to attend the Parent Social and Silent Auction Event (DATE TBD - Friday night in November). Please arrange child care for those days.

Duties: Will assist the Community Liason on the request and collection of Auction Item Donations from local businesses, this includes door to door and e-mail requests during September to November.

Parent Social and Silent Auction Fundraiser Committee - Marketing

(1 family needed)

Time Commitment: 8-10 hours of preparation in October-November. Must be available to attend the Parent Social and Silent Auction Event (DATE TBD - Friday night in November). Please arrange child care for those days.

Duties: Will be responsible for marketing the Parent Social and Silent Auction. Duties include:

1. Create, print and place posters in community businesses, halls and schools.
2. Create, print and sale tickets (Parent Social Committee and other board members help with ticket sales).
3. Create, print and distribute any other marketing materials (brochures).
4. Advertise on playschool's social media and any other marketing efforts.

Parent Social and Silent Auction Fundraiser Committee - Auction Item Assistant

(1 family needed)

Time Commitment: 8-10 hours of preparation in May-November. Must be available to attend the Parent Social and Silent Auction Event (DATE TBD - Friday night in November). Please arrange child care for those days.

Duties:

- Assist the Vice President with request of Silent Auction Items from big companies (Calgary Flames, West Jet etc).
- The requests must start with 3-6 months prior the event (May-August) and are all web/email based.
- The volunteer will also assist the Vice President with the request and collection of Donation Items from Playschool Families (October - November).

Parent Social and Silent Auction Fundraiser Committee - Assistant

(1 family needed)

Time Commitment: 8-10 hours of preparation in September-November. Must be available to attend the Parent Social and Silent Auction Event (November 22). Please arrange child care for those days.

Duties: Will be responsible for assisting the Parent Social and Silent Auction Fundraiser Committee as needed.

Party Volunteer: Posters and Decorating

(1 family needed)

Time Commitment: Approximately 1-2 hours each month there is a party (approximately 7).

Duties: Organize food/drink poster and decorations for all Playschool parties for all classes.

There will be parties at Halloween, Christmas (poster only), Luau/Fiesta (decorate only) theme in January, Valentines, St. Patrick's Day (decorate only), Hop-a-thon, and the end of the year, though there may be additional special events as the curriculum dictates. Parents will be welcome at some of these parties.

Duties for the parties generally include:

1. Create themed posters approximately 2-3 weeks in advance of the event, which include sign up sheets requesting food contributions for the parties. Include requests for: fruit, veggies, cheese & meats, store-bought treats, napkins/plates, and juice boxes. Create sign-up sheets for each of the classes. (teachers have templates for the sign-up sheets)
2. Help teachers decorate the classroom with seasonal or holiday decorations. Purchasing may be required (e.g., candy canes), in which case all costs will be reimbursed. The Christmas room decoration will be done by the Wrapping Paper Party Volunteer
3. Unless otherwise requested by the teacher, this role is not responsible for any of the activities or crafts during these special events.

Expenses: This role may involve expenses from time to time. All costs will be reimbursed. Submit receipts to the Treasurer for reimbursement as soon as possible. Contact the treasurer at treasurer.rosedale.playschool@gmail.com for instructions. Receipts must be submitted before the Playschool year-end.

Party Volunteer: Welcome Party Planner

(1 family needed)

Time Commitment: Approximately 10 hours total, including preparation and evening or Saturday of the family-oriented party (tentatively scheduled for **September 15, 2018**)

Special Requirements: Must be at the Welcome Party, which is an evening or Saturday event. Please arrange to have another adult present with your own child, so that you are available as a volunteer during the party.

Duties: This role requires require up-front organization and coordination to plan the Welcome Party.

In mid-August, check with teachers to discuss scope and start planning the Welcome Party. This role will involve acquiring and preparing materials for the party as well as assistance with set-up, decorating and clean-up at the party, to be held during a weekday evening or Saturday in late September or October.

Expenses: This role may involve expenses from time to time. All costs will be reimbursed. Submit receipts to the Treasurer for reimbursement as soon as possible. Contact the treasurer at treasurer.rosedale.playschool@gmail.com for instructions. Receipts must be submitted before the Playschool year-end.

Pet Care and Maintenance: Fish

(1 family needed)

Time Commitment: 30 minutes to 1 hour every three months

Duties: In September, meet with teacher to become familiar with the tank set up, how it is cleaned/maintained and any important details needed for the care of the fish. Cleaning should occur every three months, or more often if necessary.

Playdough Committee

(4 families needed, including 1 Committee Head)

Time Commitment: Flexible. Approximately 30 min every month.

Duties: Committee members are responsible for making playdough for the classroom. One member will replenish the supply every week. A schedule for the year will be set up by your committee head and posted at the Playschool.

Committee Head: In addition to duties listed above, communicate with teacher in late-August, prior to first week of school, and make first batch, ready for first day of school. **Prepare and distribute schedule for committee to teacher and committee members.** It is also helpful to post the schedule in the coatroom for committee members and teachers to refer to. Determine volume of supplies required based on the number of weeks that school is in session. Periodically check with teachers to ensure that the schedule is working.

The specific recipe to be used is as follows:

- 4 cups flour
- 1 cup salt
- 8 tbsp. cream of tartar
- 4 cups water
- 4 tbsp. oil
- Food colouring and fragrance (i.e. package of Kool-Aid, peppermint extract, etc.)

In a pot, combine the above ingredients. Stir well. Cook over medium heat approximately 3 to 5 minutes, stirring constantly. (Looks globby but it will turn out). When mixture forms ball in centre of pot, turn out and knead on a lightly floured surface. Store in an airtight container or plastic bag.

Check with the teachers regarding colours and fragrances to fit school themes.

Rug Cleaning

(2 families needed)

Time Commitment: 1 afternoons for approx. 3 hours. One time needed before class starts in August and one near December break

Special Requirements: Physically able to move heavy and bulky furniture and able to rent/carry rug cleaning machine.

Duties: Rent rug cleaning machine and purchase 2 bottles of rug cleaner. Move classroom furniture off rugs and clean the rugs. The Volunteer Coordinator and/or Teachers will email you with exact details of the job approximately one month in advance.

All costs will be reimbursed. Submit receipts to the Treasurer for reimbursement as soon as possible. Contact the treasurer at treasurer.rosedale.playschool@gmail.com for instructions. Receipts must be submitted before the Playschool year-end.

Santa

(1 family)

Time Commitment: 5 hours - For each volunteer, approx. 30 min, 3 times in mid-December (once for each class party). The 4-year-old and 3/4 parties will be held on a Monday, Wednesday or Friday. The 3-year-old party will be held on a Tuesday or Thursday. Prior to the parties the Santa family will be in charge of wrapping all of the gift books for the children, approximately 60 books. Wrapping paper will be supplied by the school.

Duties: Wrap the gift books for the children. Dress up in a Santa suit. Arrive at classroom during parties for a quick hello and drop off of gifts, which teachers will provide. Please advise the Volunteer Coordinator if you do not want to be the Santa for your own child's class and the board will send an email soliciting volunteers for that class.

Scholastic Book Order Assistant

(1 family needed)

Time Commitment: Approx. 1.5 hours per order 5 times a year.

Duties: Coordinate with teachers and other family to determine duties which include:

- Scholastic flyer distribution for the school year
- Organize the scholastic flyers into individual packages
- Set a return date in communication with teachers
- Deliver flyers in all classes mailboxes (at school)

Sewing/Costume Repair

(1 family needed)

Time Commitment: As needed (a couple hours, ongoing throughout year as needed)

Special requirements: Own or have access to a sewing machine; experienced/comfortable with sewing and repairing clothes/costumes

Duties: Sewing and repairing costumes or classroom materials. Teachers will send home items as per needed. Instructions and time frame to be provided by teachers.

Teacher Assistant

(2 families needed all year)

Time Commitment: Flexible. Teachers will request assistance with certain projects/events throughout the year.

Duties:

- This role will involve assisting the teachers with tasks pertaining to classroom projects, art preparation, our charity projects, or parent events that occur during school year. Ample notice and information will always be given when assistance is required.

Treasurer's Assistant

(1 family needed)

Time Commitment: Variable. Approximately 3-4 hours per month. Must assist at all Information, Orientation and Registration nights in March and Sept, unless otherwise directed by the Board.

Special Requirements: Must have access to a computer. Bookkeeping/accounting background/interest.

Duties: Work closely with the Treasurer and assist in performing Treasurer's duties. Key duties are:

- Monthly deposits at the bank;
- Preparing monthly payroll; and
- Preparing annual tax filings.

Other work to be performed could include, but is not limited to, the following:

- Bookkeeping entries using QuickBooks;
- Reconciling bank accounts;
- Preparing Excel schedules such as budget schedules, payroll information, etc.;
- Preparing cheques; and
- Assisting at all Information, Orientation and Registration nights (usually in March and September).

Year End Clean Up

(10 families needed)

Time Commitment: One 8-hour shift on at the end of the year.

Special Requirements: Must be available to work one of the week days in June after preschool classes are done. Childcare will not be provided. Some classroom items may need to be lifted onto and off of high shelving. May be required to assist with assembly of new shelving. Bring gloves from home for the day of the cleaning, as bleach and other harsh chemicals are used.

Duties:

- Assist with the cleaning of the classroom, furniture and toys.
- Certain classroom items may need to be counted (e.g., check for all game pieces) or repaired.
- If necessary, assist with the assembly of new shelving and labelling/organizing of classroom items onto new shelving.