

Brentwood Nursery School Society Parent Jobs Outline



www.brentwoodpreschool.com

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Introduction

The Parent Jobs Outline provides details about the specific responsibilities required for each parent job at our preschool. Please refer to the Parent Manual to learn more about parent participation and the importance of the parent jobs. Go to <http://www.brentwoodpreschool.com>, click “Registration” then scroll down to “Downloadable Forms”.

Parent Job Policy & Roles

As an independent preschool that relies on parent participation for the school to run smoothly, each family is required to contribute to our community by either having a parent job or completing a number of simple tasks throughout the year. There are many types of parent jobs and each requires different time commitments, so some jobs will be supplemented with tasks. Time commitments for jobs vary from monthly to weekly. Some jobs run for only a portion of the year and others run the whole year. Parent volunteer tasks and jobs aim to be flexible, reasonable, and equitable wherever possible. They offer opportunities to meet and work with other parents. Parents are supported in their jobs and parents have a job partner when necessary.

Jobs are divided into three tiers based on time commitment. Parent Executive Jobs are heavier jobs and are not required to complete any additional Tasks. Parent Jobs are lighter roles; they are required to complete additional Tasks as indicated in the descriptions. Flex Parents do not take on a job, but will be required to complete 10 Tasks. Each Task requires about 2 hours of work. These tasks occur throughout the school year.

Parents will fill out a community contribution survey during the registration process. Every effort is made to ensure your contributions (jobs or tasks) will match your preferences; however, it cannot be guaranteed. Each job is necessary and mandatory for continued enrolment. Please be aware that jobs will be filled to accommodate school needs and you must be prepared to fulfill any job that you are assigned. Refer to the Parent Job Outline document for complete descriptions of each Parent Job. Example Tasks have been listed below, with changes and updates as needs arise.

You will be contacted (after registration) via email or phone about the job you have been assigned. You will also receive an email providing details about your job. You will be required to confirm that you have received this email.

It is the parents’ responsibility to complete their jobs and tasks adequately. Job descriptions include specific accountabilities to other positions, and parents are asked to work together to ensure the work can be completed smoothly. If jobs and tasks are not performed, your child may be asked to leave the school.

Community Contribution Tasks

Each task is set up to take approximately 2 hours with very little to no preparation work required. We have parent coordinators or Executive Committee members organizing the work. All families need to do is show up and be prepared to help out as needed. Below is a list of possible tasks; offerings may change year to year depending on what is needed.

	Contribution Description
Yard Bee Worker	Yard maintenance during yard bees (planting, weeding, etc.) 2 hours 16 per bee
Yard Bee Setup	Pick up snacks and supplies for yard bees. 1 per Yard Bee
Yard Bee Cleanup	Waste disposal for yard bees—drop off waste and other trash at Burnaby Eco Centre; low prep but may need vehicle appropriate for task 2 per bee
Mowing and Weeding	Bi-Weekly lawn mowing and weeding during fall and spring, 2 families per session (2 in Oct/Nov), (3 in May/June) No prep; preschool provides mower.
Open House Greeter	Greets participants and helps maintain flow and order during open house; no prep work; 2 hours; no prep
Photoshoot Greeter	Greets participants and maintains order and flow; no prep work (2 hours)
Order Assistants	Assist on delivery days for fundraisers. Unloading and sorting items into orders for parents. (2 hours)
Purdy's Sorters	Sorts Purdy orders and prepares them for pickup; no prep; 2 hours
Flu Clinic Greeters	Greets participants and helps maintain order and flow; no prep; 2 hours
General Meeting Setup	Setup chairs, snacks, other supplies. (2 per GM) low prep; 2 hours
General Meeting Cleanup	Cleanup after GM & 50/50 (2 per GM)
Social Setup	Set up any necessary supplies, chairs, snacks, etc. May include pickup of supplies before meeting. For social events; low prep; 2 hours
Social Cleanup	Clean up after social events; no prep; 2 hours
Social Event Assistant	Miscellaneous assistance with social events; low prep; 2 hours
Social Event Supplies	Pickup/Dropoff Supplies before or after a Social Event
Hats Off Day Assistant	Hats off Day Preparations / Clean up; low prep; 2 hours
One-Off Tasks	Miscellaneous easy one-time tasks (paint a bench, sand a house, etc.), Class event assistance, classroom tasks, assisting with parent event. 2 hours generally.

Parent Job List

Number in brackets after job title indicates number of families needed in each role

CATEGORY 1 – EXECUTIVE POSITIONS - ADMINISTRATION, FINANCE AND REGISTRATION

Co-President (2)
Co-Vice-President (2)
Co-Secretary (2)
Co-Treasurer Accountant (2)
Treasurer Assistant 1 (Deposits) (1)
Treasurer Assistant 2 (Cheques) (1)
Registrars (2)
Operations (1)
Class Representatives (4)

CATEGORY 2 – ADMINISTRATION, FINANCE, REGISTRATION

Registrar Assistant – Criminal Record Check (1)
Registrar Assistant – Waitlist Inquiries (1)
IT Administrator (1)
Service Coordinator (4)

CATEGORY 3 - FACILITIES AND CLASSROOM SUPPORT

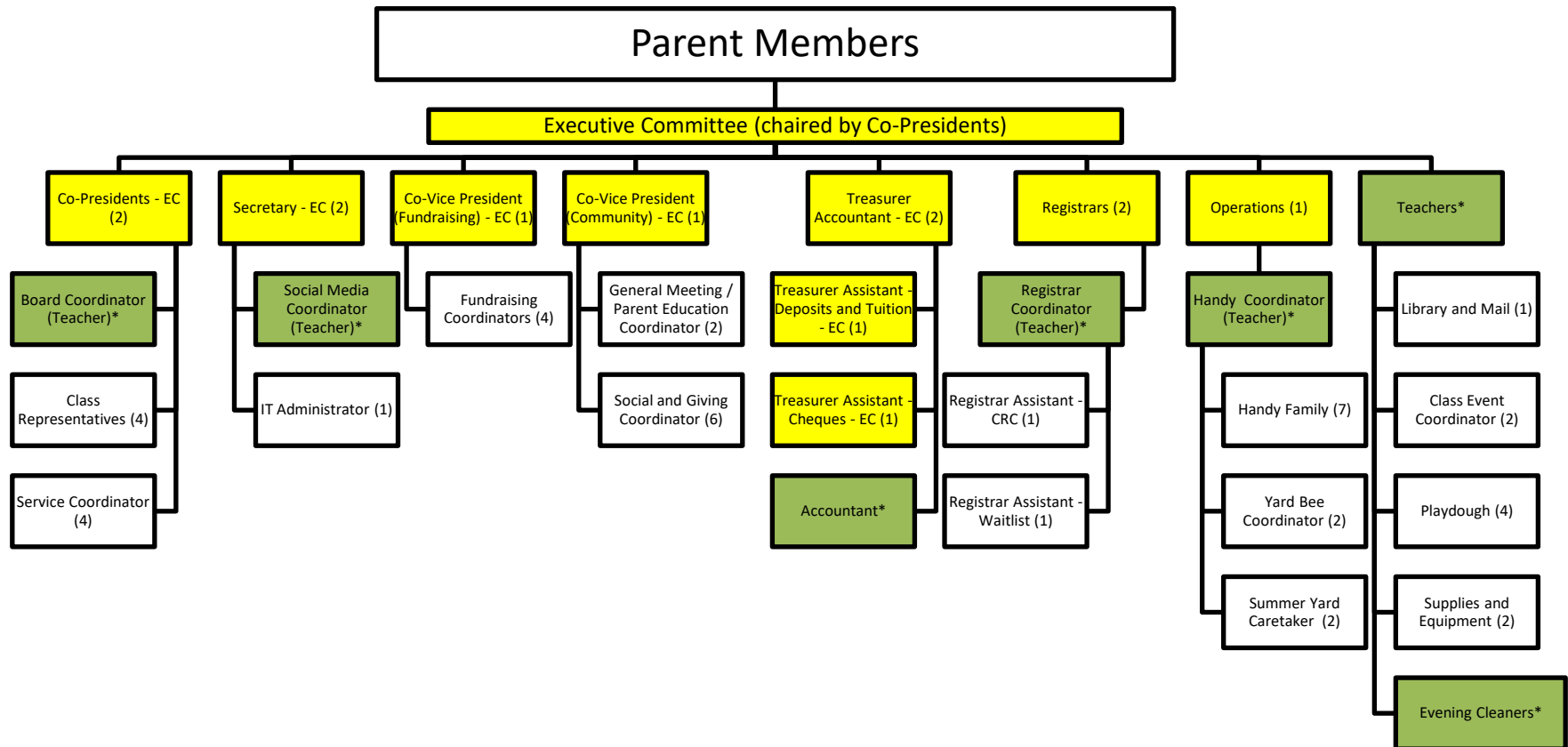
Supplies and Equipment (2)
Library & Mail (1)
Play Dough (4)
Handy Families (7)
Yard Bee Coordinators (2)
Summer Yard Care (2)

CATEGORY 4 – FUNDRAISING, COMMUNITY

Fundraiser Coordinator (4)
General Meeting/Parent Education Coordinator (2)
Class Event Coordinator (2)
Community Coordinator (6)

Organization and Accountability

A visual chart showing how the parent jobs are organized within the Preschool.



Executive Committee members noted in yellow, Paid positions/roles in green.

Parent Job Descriptions

CATEGORY 1 – EXECUTIVE POSITIONS - ADMINISTRATION, FINANCE AND REGISTRATION

The members of the executive committee are parents who have volunteered to serve on the committee. Being a part of the executive is incredibly rewarding. Executive members play a direct role in making important decisions for the preschool.

The responsibilities of the executives are to:

- Represent the parents.
- Work with the teachers to ensure a safe and enjoyable learning environment.
- Oversee the administrative aspects of the preschool.

These positions are filled in the same manner as all other volunteer job positions are filled. Indication of interest should be noted on the Parent Job form during registration. Each executive position is requested to maintain the email account for the position and check email weekly; report on the status of your items at each monthly Executive Committee meeting, passing along your updates to another member if the executive if you are unable to attend.

All Executive positions are paired up with another executive or work closely with a teacher coordinator. Families are encouraged to join when their child is in the 3-year-old class and complete two years so they can guide the role the following year. If the role is transitioning to all-new parents the following year, outgoing executives are expected to provide consulting support, generally into the Fall.

*Please note: Due to conflict of interest, parents that are Brentwood Preschool Teachers or are relatives of Brentwood Preschool Teachers may not request executive positions.

Co-President (2)

Time Frame: August to August. While the role transitions in August, departing executives are expected to provide support to their successor until October.

Intensity and Time Commitment: The workload ebbs and flows with the school year. The intensity tends to be higher in September and when there are any major projects happening at the school.

Additional Contribution Requirement: None

Specific tasks include (but not limited to):

- Required to attend monthly executive meetings and general meetings.
- Work collaboratively with and act as liaison between the executive team, teachers and parents.
- Guide and direct the executive committee.
- Act as chairperson of Executive and General meetings.
- Oversee scheduling of important dates including meetings, holidays, etc.
- Liaise with other executive members as needed.
 - For example, working with Treasurer I to set up a yearly budget, requesting cheques from Treasurer II for expenses, helping organize the registration process.
- Attend to preschool mail and operating paperwork and expenses.
- Main contact for: Fraser Health Authority, Burnaby School Board, Insurance (Commercial and Director Insurance).
- Organize, oversee and keep on task the various committees, teams, projects throughout the school year - including reminders, scheduling, attending meetings as needed, opening and closing the preschool.
- Oversee any staffing changes, requests, payroll approvals.
- Assign parent jobs, update parent manual and website content.
- Re-evaluate operating procedures (for example, registration, payroll, parent communication)
- Payroll approval with Treasurer Accountant
- Collect mail over the summer months.

Co-Vice-President (2)

Time Frame: August to August. While the role transitions in August, departing executives are expected to provide support to their successor until October.

Accountable to: Co-Presidents.

Intensity and Time Commitment: The workload ebbs and flows with the school year. The intensity tends to be higher from September to November:

Additional Contribution Requirement: None

General tasks include (but not limited to):

- Required to attend monthly executive meetings and general meetings.
- Liaise with other executive members.
- Oversee Fundraising Coordinators, Social and Giving Coordinators as well as Parent Education/Meeting Coordinators.
- Respond to family suggestions for fundraisers and social events/initiatives
- Evaluate fundraising possibilities
- Communicate fundraiser and social initiatives to the preschool community (email, presentations at GM) and alumni (via MailChimp).
- Maintain the Office365 account (vicepresident@brentwoodpreschool.com)

Fundraising tasks include (but not limited to):

- **Purdy's Fundraiser:** Contact Purdy's to set up Christmas and/or Easter campaigns, then coordinate the delivery date and distribution with the Fundraising Assistant/team.
- **Class Photos:** Book photographer and coordinate dates with teachers and fundraising assistant/team.
- **Online Fundraisers:** Check account with Mabel's Labels, Chapters/Indigo (ongoing fundraisers); email instructions for online ordering; track account status and ensure cheques (mailed to the preschool) are provided to the Treasurer.
- **COBS:** Contact COBS Brentwood location to deactivate account in June and re-activate account in September.
- **Legacy Tiles:** Coordinate with London Drugs and the preschool teachers to create art tiles for the 4-year old classes.
- **Family Photoshoots:** Contact photographers in both Fall and Spring to establish (1-2) dates for family photoshoots, create and manage a schedule, manage payments.
- **Class Art Project:** decide on a fundraising opportunity (ie: auction) for the preschool art pieces.
- **50/50 Draw:** Apply for gaming license for and oversee 50/50 ticket sales at preschool events.
- **Optional Fundraisers:** Arrange, advertise, and set up other fundraisers as necessary throughout the year.

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Co-Vice-President Continued

Community and Social Initiative tasks include (but not limited to):

- **Vaccination clinics:** Flu and/or 4-6 year olds immunizations
- **Website:** With the teachers, provide links to family education resources for preschool families
- **Social Events:** Establish and manage 2-3 social/community events throughout the school year (1 in the fall, 1 end of year)
- **General Meetings:** Oversees Parent Education/General Meeting Coordinator. Liaises with BACI for use of their space (as needed), coordinates Gaming License.
- **Parent Education:** source and create education opportunities for preschool families, including one event in the spring.

Co- Secretary (2)

Time Frame: August to August. While the role transitions in August, departing executives are expected to provide support to their successor until October.

Accountable to: Co-Presidents

Intensity and Time Commitment: Much of the work is done during and just after the monthly executive meetings. Start of school may be intense due to the need to register list of directors post general meeting, when directors are voted in. In addition, the completion of Directors' Declarations and Confidentiality Agreements requires much of a workload to ensure that information is complete and correct prior to filing the annual report to BC Societies (needs to be completed 30 days after the annual general meeting).

Two secretaries can share the role and divide the responsibilities.

Strong written and spoken English skills required.

Additional Contribution Requirement: None

Specific tasks include (but not limited to):

- Co-Presidents' assistant.
- Mandatory attendance at all monthly executive meetings, general meetings, and annual general meeting, to compile minutes and distribute minutes post meetings.
- Manages communication with BC Societies' registration and annual report.
- Participates in executive meeting business and discussions with a focus on ensuring BC Societies Act and Society bylaws, policies are upheld.
- Manages Privacy Policy, and ensures all relevant parent positions are aware and have signed Non-Disclosure Agreements or Director's Declarations as needed. Evaluates any changes to preschool operations for privacy issues.
- Completes list of directors for income tax purposes/filing
- Manages Executive Committee meeting hosting schedule
- Point of contact for Scholastic book orders
- Keeps aware of any award opportunities, such as Best of Burnaby (January voting)
- Assists Treasurer Accountant with grant opportunities (as needed)
- Maintain the online school calendar with important dates.
- Coordinates website updates
- Coordinates with IT Administrator: updates class email lists, website updates, and brentwoodpreschool.com resets/logins.
- Administration of and access to SharePoint.
- Collects information from executive committee meetings, then reminds **all** families of any news that may be pertinent, such as registration, fundraising, and Scholastic orders, tuition withdrawals via regular email newsletters.

Co-Treasurer Accountants (2)

Accounting/bookkeeping experience recommended. The Preschool has a long-standing accountant that does the bookkeeping, CRA filings.

Time Frame: August to August. While the role transitions in August, departing executives are expected to provide support to their successor until October.

Accountable to: Co-Presidents

Intensity and Time Commitment: There are monthly reporting duties that need to be done every month, as well as annual items that need to be done, generally around September, January, and April.

Tasks have been broken down below with general tasks for both Treasurers to share as well as a suggested breakdown of responsibility. Each pair of Treasurer Accountants may decide annually to re-allocate responsibilities based on strengths and abilities of each pairing.

The Treasurer Accountants are accountable to the Co-Presidents and oversees the work of the Treasurer Assistants. The two Treasurer Accountants and Treasurer Assistants 1 and 2 must work together to cover required duties if someone is unavailable.

Additional Contribution Requirement: None

Specific tasks include (but not limited to):

General tasks:

- Required to attend monthly executive meetings and general meetings to advise on matters dealing with budgeting and finance.
- Liaise between hired accountant and Executive Committee
- Present financial, budget, grant opportunity report to parents at the October and May General Meeting.
- Check mailbox frequently (heavy mail at the beginning of the school due to school closure for the summer).
- Scan and email mail to hired accountant as needed.
- Scan and organize documents in SharePoint drive; once saved, shred/destroy hard copies.
- Ensure that past accounting documents are stored or shredded as needed.
- Works with hired accountant to close off financials twice a year (end of March, end of August)
- Check treasurer@brentwoodpreschool.com email account daily

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Co-Treasurer Accountants (2)

Role 1: Planning, Payroll, Expenses

- Point of contact with CRA, Credit Card, and other vendors.
- Understands terms of employee contracts, works with Presidents for approve payroll changes (bi-weekly).
- Liaises with hired accountant for payroll and CRA filings
- Administrator for pre-school credit card, which needs to be reconciled monthly.
- Works closely with Treasurer Assistant 2 (Cheques) to ensure all vendors are paid and that budget is not exceeded.
- Leads annual budget amendment discussions.
- (Variable) BC Center For Ability - submit supported child development budgets as required (March/September) and monthly invoicing – 30 minutes/per child (depends on if any students are approved for funding in a given year)
- (Variable) Expected to participate in contract renewal committees (every three years)
- (Variable) Expected to participate in any hiring subcommittees

Role 2: Income, Ministry Reports, and Parent Subsidies/Grants

- Main point of contact with our Bank, Ministry of Family and Child Development
- Compiles information from Accountant, Registrars, and Treasurer Accountant to complete Monthly report to \$10 a Day done by the 20th of every month.
- Works closely with Treasurer Assistant 1 to ensure EFT from parents for tuition, fundraising is accurate and timely. (Monthly EFT approvals)
- Coordinate with Treasurer Assistant 1 for Tuition and Donation Receipts (December/June)
- Coordinates Affordable Child Care Benefit program with Registrars, Treasurer Assistants.
 - Monthly invoicing
 - Answering parent inquiries
 - Arranging parent refunds
- Reviews Investment plan annually, amends Term Deposits as needed.
- Assess granting needs annually, works with Secretary if any Grants need to be applied for in that year (Gaming grant due Nov 30, if needed).

Treasurer Assistant 1 (Deposits and Tuition) (1)

Time Frame: August to August. While the role transitions in August, departing executives are expected to provide support to their successor until October.

Accountable to: Treasurer Accountant.

Intensity and Time Commitment: Biweekly bank visits and constant data entry. Monthly EFT releases. Receipt work is intense in January and May.

Treasurer Assistant 1 (Deposits) is accountable to the Treasurer Accountant. The Treasurer Accountant and Treasurer Assistants 1 and 2 must work together to cover required duties if someone is unavailable.

Additional Contribution Requirement: None

Specific tasks include (but not limited to):

- Required to attend monthly executive meetings and general meetings.
- Monthly visits to the bank to make deposits.
- Manages parent EFT information
- Submits EFT monthly tuition/fundraising deposits
- Keep a detailed computer record of all deposits and cheques from families for tuition, fundraising, and school activities. This is kept current as the accountant uses it to balance the books monthly.
- Produce, distribute annual tuition receipts to families for income tax purposes (January and June). Most efficiently done via Microsoft Office Mail Merge.
- Screen and Produce donation tax receipts.
- Communicates with parents about any tuition related inquiries, EFT returns or rejections
- Check mailbox weekly.
- Check deposits@brentwoodpreschool.com email weekly at minimum.

Treasurer Assistant 2 (Cheques) (1)

Time Frame: August to August. While the role transitions in August, departing executives are expected to provide overlapping support to their successor until October.

Accountable to: Treasurer Accountant.

Intensity and Time Commitment: Usually busy at the start and end of the school year. There are monthly invoices to be paid on time. The Treasurer expects all the month's receipts, invoices and stubs to be verified and in order.

Treasurer Assistant 2 (Cheques) is accountable to the Treasurer Accountants. The Treasurer Accountants and Treasurer Assistants 1 and 2 must work together to cover required duties if someone is unavailable.

Additional Contribution Requirement: None

Specific tasks include (but not limited to):

- Required to attend monthly executive meetings and general meetings.
- Write, sign and distribute cheques for the preschool for: unpaid invoices, requests for reimbursement, other requests from the Executives, Teachers .
- Collect all invoices, expense reports, receipts (originals), cheque request forms. Ensures all expenses are recorded electronically.
- Maintains electronic cheque register.
- Coordinate cheque signing with other Executives as the cheques always require two signatures.
- Pay bills on time (within 30 days of receipt by the preschool).
- It is necessary to have all the month's receipts, invoices and stubs to be verified and in order.
- Must keep both cheque books all year round in a safe spot at their residence. It is not stored at the preschool. The Treasurer 2 should always bring the cheque books to the executive and general meetings. Cheques are usually written and co-signed then.
- Follows up with Vendors to ensure that all bills are paid (with Treasurer Accountant)

Registrars (2)

Requires exceptional communication skills and **MUST** speak English fluently and clearly.

Time Frame: August to August. While the role transitions in August, departing executives are expected to provide support to their successor until October.

Accountable to: Co-Presidents.

Intensity and Time Commitment: Constant communication with one another as you will work collaboratively to register families, take care of withdrawals, update class lists, recruit new families and update waitlists, and answer inquiries via email or phone calls. Most active time between December to April to fill on coming year registration.

Registrars are accountable to the Co-Presidents. They are required to give the board an update at the monthly executive meetings.

Specific tasks include (but not limited to):

- Required to attend monthly executive and general meetings – this can be shared by both registrars.
- All information regarding your duties and responsibilities are found in your OneDrive on your Outlook account: registrar@brentwoodpreschool.com
- Use above account for all correspondence relating to the registrars' position
- To respond to all email inquiries promptly
- The main responsibility is to organize, oversee registration and intake.
- Update registration packages. Set-up registration packages and templates on DocuSign.
- Follow the monthly procedure list and the process for registration and withdrawals
- Send out offers to new families and registration packages to accepting families
- Manage electronic registration packages to families.
 - Sort and organize registration packages.
 - Review and ensure all documents are fill out properly
- All needed attachments are present. Work closely with Registrar Coordinator to review new students on boarding
- Assist the two Registrar Assistant (CRC and Waitlist) answering inquiries.
- Set-up and manage online-waitlist forms.

Operations (1)

Time Frame: August to August. While the role transitions in August, departing executives are expected to provide support to their successor until October.

Accountable to: Co-Presidents

Intensity and Time Commitment: Ebbs and flows throughout the year depending on work needed

Additional Contribution Requirement: None

Specific tasks include (but not limited to):

- Responsible for the building and building operations
- Oversees Handy Families, Yard Bee Coordinators, Summer Yard Caretakers.
- Works with Handy Family Teacher Coordinator to identify repairs/updates.
- Required to attend monthly Executive Committee meetings
- May need to speak at General Meetings to present major projects.
- Conduct a thorough inspection of the school in August (interior, exterior, roof, crawlspace, outdoor space, HVAC) to determine building maintenance needs for the year, with input from the Teacher Coordinator and Handy Families.
- Directs and schedules Handy Families on correct procedures for Handy Work.
- Advises Executive Committee on maintenance/repairs/updates that need to be done by outside contractors and scope of work required, possible costs.
- Leads the organization of Yard Bees (with Yard Bee Coordinators and Handy Coordinator Teacher)
 - Yard bees to be weekend before classes begin in September, weekend of Remembrance Day in November, and Mid/End of April.
- Works with Treasurer Accountant and Secretary on grants to help fund major projects (if any)
- Coordinates quote gathering and negotiation with outside contractors and vendors.
- Oversees any work by outside contractors, ensure proper permits are filed through City of Burnaby if needed
- Maintains maintenance records of the past and current work done to the preschool.
- Point of contact for any ongoing maintenance, warranty status of mechanical systems for the preschool.
- Coordinates with BACI regarding repairs and create schedule for shared tasks such as salting, water turn off, building access for repairs, yard care etc.

Class Representatives (4)

Time Frame: August to June.

Accountable to: Vice-Presidents.

Intensity and Time Commitment: Constant throughout the school year. Extra time is required at certain points of the year (e.g. to coordinate teacher gifts at Christmas and end of year).

Additional Contribution Requirement: None

Specific tasks include (but not limited to):

- Required to attend monthly executive and general meetings.
- Act as liaison between families, teachers and the executive committee.
- Be aware of all preschool procedures (i.e. be familiar with the parent manual), special events, fundraisers, and general information about the school.
- Generate the monthly duty day calendar for parents after the Executive Committee meeting each month (for the following month's duty days) and email out by the 15th of each month; the calendar needs to include all birthdays of the students for that month, special events occurring at the preschool, pro-d days, holidays, and meeting dates.
- Post the duty day calendar in the cubby room.
- Email a copy of the monthly duty day calendar to the teachers.
- Ensure criminal record checks have been received for all individuals attending duty days.
- Answer occasional phone calls from parents regarding duty days or other last-minute questions.
- Contribute to executive by giving input/feedback from families about procedures and look at ways to improve/move the preschool forward.
- Liaise with other executive members as needed (e.g. if a family wants to withdraw, the class rep may help by contacting the registrar and asking questions on behalf of the family).
- Distribute information, when asked, by other committees, executives, teachers.
- Organize group gifts for teachers at Christmas, year end, depending on what parents in the class decide on.
- Help, upon request, as needed at general meetings (e.g. collect information/documentation from families).
- Contact families in August introducing yourself and your role as class rep, ask for information regarding duty day preferences and begin assembling calendar ASAP.
- Arrive 20 minutes early at parent orientation meeting in September to meet the families in your class, take attendance, and assist with administrative tasks (e.g. hand out and collect contact information cards).
- Collect forms and cheques for mandatory fundraiser for Fundraiser Coordinator
- Optional: Administrate a WhatsApp group (or similar) for the class parents.

CATEGORY 2 – ADMINISTRATION, FINANCE AND REGISTRATION

Registrar Assistant – Criminal Record Check (1)

Must have access to computer, internet, and know how to use Excel. Strong English language skills needed. Must be willing to sign a privacy agreement.

Time Frame: August to August

Additional Contribution Requirement: None

Accountable to: Registrars, and works closely with the Teacher Coordinator

Intensity and Time Commitment: Most intensive from January to April and then from August to September. Works closely with the registrars. Main job is to keep track of criminal record checks and clearance letters of all families in the school

Specific tasks include (but not limited to):

- Collates incoming CRC's, prints and files in child's registration form in office, updates class lists by recording which family member was cleared
- Organizes the processing of incomplete CRC's - get signed, scanned and emailed to the CRC office
- Detailed outline regarding your duties and responsibilities are found in your OneDrive on your Outlook account: crc@brentwoodpreschool.com
- Use above account for all correspondence relating to the registrar assistant position

Registrar Assistant – Waitlist Communication (1)

Must have access to computer, internet, and know how to use Excel. Strong English language skills needed. Must be willing to sign a privacy agreement.

Time Frame: August to August

Accountable to: Registrars

Intensity and Time Commitment: Most intensive from January. Works closely with the registrars. Main job is to respond to email inquiries regarding the waitlist.

Additional Contribution Requirement: None

Specific tasks include (but not limited to):

- To respond to basic waitlist inquiries such as:
 - What number am I on the waitlist?
 - When will I hear about registration?
 - How do I get on the waitlist?
 - Which waitlist should I apply for?
- Detailed outline regarding your duties and responsibilities are found in your OneDrive on your Outlook account: waitlist@brentwoodpreschool.com
- Use above account for all correspondence relating to the registrar assistant position
- Will have VIEW ONLY access to the waitlist
- Email new waitlist list applicants an acknowledgement within 2 weeks of application received

IT Administrator (1)

Time Frame: August to June, including limited activity during the summer months.

Accountable to: Co-Presidents.

Intensity and Time Commitment: Regular maintenance duties throughout the year. Extra time required on an “as needed” basis if computer troubles arise, on request from the executive committee and teachers, and when documents and other changes need to be uploaded to the website.

Additional Contribution Requirement: Two (2)

Specific tasks include (but not limited to):

- Be available before or after class to help teachers with any computer, network, printer related problems. (Primarily Mac)
- Must have web experience.
- Is provided with a file of essential code and data to edit the website.
- Administrator for Office 365 email accounts and files.
- Import contacts annually using PowerShell scripts (by first Executive Committee meeting in August).
- Work closely with teachers, secretary for updates to website.
- Communicate with members of the executive and teachers.
- Monitor itadmin@brentwoodpreschool.com email address
- Review/amend the website at the start of the school year and at the end of the school year.
- Review the website monthly and amend as needed.
- Manage the brentwoodpreschool.com domain
- Printer Support
 - Point of contact with Printer Consumable Monitoring and Printer Servicing (Billing is done by Treasurer)
 - Check toner levels, especially end of November and end of May before the teachers do lots of bulk printing.
 - Recycle toner cartridges at Staples (once or twice a year)

Service Coordinator (4)

Time Frame: July to June, including limited activity during the summer months.

Accountable to: Co-Presidents.

Intensity and Time Commitment: 1-2 hours a month (0 – limited hours during summer months)
Ensures all parents have signed up for work; 1 per class

Additional Contribution Requirement: Two (2)

Specific Tasks include (but not limited to):

- Be responsible for their class binder containing task sign up sheets
- Monitor task signup sheet
- Maintain communication with families to provide updates on new available tasks
- Assist families with signing up
- Monitor emails
- Check emails for service hour opportunities and add to service hour sign up sheet
- Periodically check to ensure parents are signing up for work
- Checking in April if families are close to completing needed number of tasks
- Advising co-ordinators which families will be assisting them
- Providing necessary information to the families regarding their particular tasks (ie. Contact person, location, date & time)

CATEGORY 3 - FACILITIES AND CLASSROOM SUPPORT

Supplies and Equipment (2)

Access to a vehicle and Costco membership is required.

Time Frame: September to Jan, February to June.

Accountable to: Teachers.

Intensity and Time Commitment: Required to do monthly shopping.

Additional Contribution Requirement: Two (2)

Specific tasks include (but not limited to):

- Contact teachers the third week of every month to see what supplies are needed.
- Enter the school the third week of every month to check cleaning supplies.
- Make order through Staples (Eway) and/or Costco the last week of every month.
 - Contact Treasurer Accountant for budgeted amount for supplies.
 - Keep your receipts and fill out a requisition form to be reimbursed.
- Is provided lists of items the school requires.
- Maintains supply@brentwoodpreschool.com email address.
- Access to a vehicle and Costco membership is required.

Library & Mail (1)

Time Frame: September to June.

Accountable to: Teachers.

Intensity and Time Commitment: Mail pick up 2-3 times a week, Monthly visits to the library to pick up and drop-off books.

Additional Contribution Requirement: None

Specific tasks include (but not limited to):

- Pick up mail 2-3 mornings a week from the office of Brentwood Elementary School and deliver it to the preschool.
- Go to the public library once a month to pick up and return books. The teachers will provide a list of books to be picked up and the librarian will help in searching.
- Books are to be returned on time.

Play Dough (4)

Time Frame: One (1) family will make play dough for each class.

Accountable to: Teachers.

Intensity and Time Commitment: Takes about 20 minutes, twice a month or as needed by Teachers.

Additional Contribution Requirement: Two (2)

Specific tasks include (but not limited to):

- Make and deliver play dough twice a month (or more, as needed - see teachers for schedule).
- Check with teachers about cream of tartar.

The recipe traditionally used at Brentwood Preschool:

- 4 cups of flour
- 4 cups of water
- 1 cup of salt
- 4 tablespoons of cream of tartar
- 4 Tablespoons of canola oil
- Food colouring

Mix dry ingredients, add color, water and oil. Cook over medium heat and stir about 3-5 minutes. It will look like a “globby” mess and you will be sure it’s not turning out but it will. When it forms a ball in the centre of the pot, turn out and knead on a lightly floured surface. Store in an airtight container or plastic bag. Deliver to school.

Handy Families (7)

Construction/trades experience an asset.

Time Frame: August to June.

Accountable to: Operations

Intensity and Time Commitment: May be called upon periodically to complete minor repairs around the school. Will be expected to attend 2 out of 3 team working days (these are held in fall, spring and June) to complete large jobs. Generally, 1-2 hours a month.

Additional Contribution Requirement: Two (2)

Specific tasks include (but not limited to):

- Maintain and make minor repairs to the preschool: ex: replace lighting, clean gutters, soft sweep of roof, check condition of roof for leaks, change bulbs, etc.
- General maintenance of the building.
- Responds to Teacher Coordinator email assignments of various tasks.
- Shovel snow and salt walk ways (if required).

Summer Yard Care (2)

Time Frame: July or August

Accountable to: Operations

Intensity and Time Commitment: Responsible for all yard care for one summer month (July or August)

Additional Contribution Requirement: Two (2)

Specific tasks include (but not limited to):

- Watering plants and lawn (following water restrictions from City of Burnaby)
- Mowing grass and trimming overgrown plants
- Weeding lawn and garden beds (including flower bed beside teacher parking)
- Record and report any damage to equipment/toys/fence/building or vandalism to Operations
- Building walk around to look for any possible ways of entry for pests such as mice

Yard Bee Coordinator (2)

Time Frame: August to June

Intensity and Time Commitment: Responsible for organizing and attending 3 yard bee's during the school year. Some preparations required for each yard bee.

Additional Contribution Requirement: Two (2)

Specific tasks include (but not limited to):

- Set specific dates for 3 yard bees: September, November and April
- Ensure lawn equipment is in good condition (wheelbarrow, lawnmower, extension cord)
- Keep record of tasks that need to be completed between yard bees for example, paint play houses or mud kitchen
- Delegate large tasks to a trusted family for example, pruning fig tree for every yard bee
- Send out school wide email 3 weeks and 2 days before yard bee dates as a reminder
- Organize and delegate tasks to families as they arrive to help with yard bee
- Must attend all yard bees

CATEGORY 4 – FUNDRAISING AND COMMUNITY

Fundraising Coordinator (4)

Time Frame: September to June.

Accountable to: Vice-Presidents.

Intensity and Time Commitment: Intense in September-January, light for remainder of year. There are a number of small fundraisers during the year divided out amongst the Fundraising Coordinators and VP's.

Additional Contribution Requirement: Two (2)

Specific Tasks included but not limited to:

- Coordinates with vendor for fundraiser
- Point of contact on the day of the fundraisers (i.e. for Fall or Spring Family Photoshoot, mandatory fundraiser)
- Leads any day-of parent volunteers
- Graphic design experience an asset.

Fundraising Tasks:

- **Purdy's Fundraiser:** Contact Purdy's to set up Christmas and/or Easter campaigns, then coordinate the delivery date and distribution with the Fundraising Assistant/team.
- **Class Photos:** Book photographer and coordinate dates with teachers and fundraising assistant/team.
- **Online Fundraisers:** Check account with Mabel's Labels, Chapters/Indigo (ongoing fundraisers); email instructions for online ordering; track account status and ensure cheques (mailed to the preschool) are provided to the Treasurer.
- **COBS:** Contact COBS Brentwood location to deactivate account in June and re-activate account in September.
- **Legacy Tiles:** Coordinate with London Drugs and the preschool teachers to create art tiles for the 4-year old classes.
- **Family Photoshoots:** Contact photographers in both Fall and Spring to establish (1-2) dates for family photoshoots, create and manage a schedule, manage payments.
- **Class Art Project:** decide on a fundraising opportunity (ie: auction) for the preschool art pieces.
- **50/50 Draw:** Apply for gaming license, oversee 50/50 ticket sales at preschool events.
- **Optional Fundraisers:** Arrange, advertise, and set up other fundraisers as necessary throughout the year.

General Meeting/Parent Education Coordinator (2)

Time Frame: August to June.

Accountable to: Vice-Presidents.

Intensity and Time Commitment: Approximately an hour a month for reminder emails. Approximately 3 hours spent on guest speaker correspondence and scheduling. Be present before and after the meetings to oversee setup and clean up.

Additional Contribution Requirement: Two (2)

Specific tasks include (but not limited to):

- Monitor meetings@brentwoodpreschool.com email address
- With Executive and Teacher input – book guest speaker for optional parent education meeting. This may be done in advance for the following year.
- Contact Treasurer Accountant for budgeted amount for guest speaker and supplies.
- Provide the principal of Brentwood Elementary School a list of dates and times of general meetings so arrangements can be made to pick up the chairs from the elementary school custodian.
- Coordinate reminders to parents with Secretary.
- Locate some babysitter(s).
- Post emergency babysitting sign-up sheet one week prior to the meeting at the preschool for babysitting services during general meetings
- Coordinate and assist at the September parent orientation and the general meetings (third Tuesday of November, February, and April/May) as well as any optional Parent Education nights.
- Coordinate Parent Volunteers for meetings for supplies, setup and cleanup. (Speak with Parent Coordinators for contact information)
 - Arrive about 30 minutes early prior to each meeting to oversee setup.
 - Sell 50/50 tickets; collect information from winners for Gaming License (provide this information to the Treasurer Accountant)
 - Collect information for any donations received during General meetings, and request donation receipts as needed from Treasurer Assistant 1 (Deposits)
 - Pay babysitters
 - Stay 30 minutes afterwards to oversee clean up (the space should be left in the same or better condition than it was found in.
- Responsible for finding guest speaker (for the February meeting).
- Keep your receipts and fill out a requisition form to be reimbursed (this form can be found in a folder in the “Treasurer” box in the cubby room).
- Submit cash tracker form to Treasurer Assistant 1 with the breakdown of costs/income for the general meetings

Class Event Coordinator (2)

Time Frame: September – January OR February – June. November/December both coordinators to help with Holiday Giving

Accountable to: Teachers

Intensity and Time Commitment: 1-2 hours a month

Additional Contribution Requirement: Two (2)

Specific tasks include (but not limited to):

- Works closely with the teachers
- Coordinate and plan a class event in the early fall with the teachers.
- Assist teachers with purchasing supplies for class events (ie. Pumpkins)
- Assist teachers with other tasks related to class events (i.e. Setup, preparation)
- Check in periodically with teachers

Community Giving:

- October - Coordinate with the Christmas Bureau Good Neighbour or Brentwood School.
- We usually sponsor 2 families with children.
- Call both families to find out specific items they would like and where they shop and arrange a date to drop off the items. The preschool usually donates \$75 dollars to each family towards a grocery card. You will have to pay for it in advance.
 - Contact Treasurer Accountant for budgeted amount.
 - Keep your receipts and fill out a requisition form to be reimbursed (this form can be found in a folder in the "Treasurer" box in the cubby room).
- Send an email out to all the preschool families and let them know the families we are sponsoring (first names only out of respect and confidentiality to the families) and the items they are requesting.
- Have two large boxes wrapped in Christmas paper in the cubby room (labeled "Family A" and "Family B" with families' wish lists). There should also be a large envelope for cash if parents prefer to donate money.
- Pick up items from each box on a weekly basis and (optional) wrap them and label them.
- Put all the wrapped items for the families in a Christmas sack and leave the remainder (such as canned foods, baskets etc. in the wrapped Christmas box).
- Write a card on behalf of the preschool and enclose the grocery card and any other gift cards inside the card.
- Deliver to both families. Arrange for a parent helper to go with you if necessary - boxes can be very heavy!

Community Coordinator (6)

Time Frame: 2-3 months of planning and organizing an event.

Accountable to: Teachers and the Vice President

Intensity: Once a year plan has been determined, Coordinators break into teams of 2-3 to plan and execute all facets of community events with the assistance of parent volunteers.

Additional Contribution Requirement: None

Specific tasks include (but not limited to):

- As a group, create plans for 2 social events (one parent-only social event in November, Year End picnic in June), as well as other community building initiatives.
- Work in a team of 2-3 to plan and lead one of the two events.
- Lead/delegate event tasks to parent helpers
- Direct parent helpers during set-up, clean up and running of the events
- Help with event set up (ie: bar, decorations, games, food).
- Be available to pick up event items such as supplies, food/drink.