

WOODVALE PLAYSCHOOL VOLUNTEER JOB DESCRIPTIONS

EXECUTIVE BOARD

President

1. Chairs all Playschool Executive Meetings (called as required). Prepares an agenda for those meetings to discuss pertinent issues.
2. Chairs all Playschool Board of Directors Meetings (refer to the Playschool Bylaws for responsibilities), one night per month. Prepares an agenda for those meetings to discuss such things as major events, field trips, spending of money, organization, election of Officers, and general interest topics.
3. Receives the monthly Treasurer's report and reviews finances with Treasurer.
4. Invites guest speakers to meetings (if required).
5. Calls for reports from the Committees on their activities.
6. Provides a liaison (communication) between the parents/ class reps and the Teacher.
7. Co-signs cheques with Treasurer.
8. Reviews and prepares Teacher contracts with the Executive in March for the following year. As per finance considerations, recommends bonus (if any) for teachers at Christmas and Year End.
9. Passes on up-to-date binder to the incoming President.
10. Refers to Robert's Rules of Order (condensed) for additional responsibilities.

Vice President

1. Attends all Playschool Executive Meetings, as called by the President.
2. Attends all Playschool's Board of Directors meetings (refer to the Playschool's Bylaws for responsibilities).
3. Automatically assumes the President's office upon absence or resignation of the President.
4. Calls and heads meetings in the President's absence.
5. Aids the President, as required.
6. Submits advertising as needed throughout the year in the Mill Woods Newsletter. Updates advertising on Woodvale sign boards, with Edmonton Preschool Association, in area schools, online sites and other advertising media and locations, as required.
7. Oversees development of program advertising materials (brochures and posters).
8. Is in regular contact with the webmaster to keep website current.
9. Passes on up-to-date binder to incoming Vice President.
10. Refers to Robert's Rules of Order (condensed) for additional responsibilities.

Secretary:

1. Is familiar with a computer.
2. Attends all Playschool Executive Meetings, as called by the President.
3. Types agenda for Executive Meetings and distributes via email.
4. Records minutes at Executive Meetings.

5. Types minutes and supplies all Executive Members as well as the Teachers a copy of the minutes at least 1 week prior to the next meeting. Places copies in their files at the Playschool or sends each an email copy.
6. Attends all Playschool's Board of Directors meetings (refer to the Playschool Bylaws for responsibilities).
7. Types agenda for Board Meetings and distributes via email.
8. Types minutes and supplies all Board Members as well as the Teachers a copy of the minutes at least 1 week prior to the next meeting. Places copies in their files at the Playschool or sends each an email copy.
9. Types letters if needed.
10. Ensures that the names, positions and telephone numbers of the Executive and Board are up-to-date. Places copies of revised lists in everyone's files.
11. It is the Secretary's duty to keep an accurate master copy of the Bylaws and Parents Guide available for examination by all members, and to provide copies for all members at the August Registration meeting.
12. Keeps a file of all correspondence, bulletins and reports and passes this file to the incoming Secretary in up-to-date binder.
13. Refers to Robert's Rules of Order (condensed) for additional responsibilities.

Treasurer:

1. Familiar with accounting software.
2. Attends all Playschool Executive Meetings, as called by the President.
3. Attends all Playschool's Board of Directors meetings (refer to the Playschool's Bylaws for responsibilities).
4. Opens and maintains current account at a suitable financial institution.
5. Collects all monthly fees from parents, makes up deposits and takes to bank monthly, or as needed.
6. When cheques are returned NSF, arranges with parent for cash payment plus NSF charges. Parent's names of NSF cheques should only be discussed with the Executive.
7. Pays all bills as authorized, and retains all receipts.
8. Prepares cheques to pay vendors (Telus, cleaning staff).
9. Prepares cheques to reimburse Supply person, Teachers and other Board Members when they submit invoices.
10. Sends rent and payroll cheques (monthly) to the Woodvale Community League as invoiced (rent invoiced quarterly).
11. Co-signs cheques with President or other Executive Board Member with signing authority. Arranges the signing authorities with the bank. The Teacher has signing authority with the Treasurer.
12. Maintains detailed record of revenues and expenditures, and cost-allocates monthly totals to the General Ledger.
13. Reconciles monthly bank statement.
14. Prepares and presents a monthly Financial Report at every Woodvale Board Meeting, giving copies all other Board Members. Also prepares monthly Financial Report for Woodvale Community League meetings.
15. At meetings, informs the Board if any areas are over-budget.

16. Accumulates Bingo deposit cheques. Returns cheques to parents once Bingo is worked or cashes deposit cheque if not worked.
17. Receives and deposits W.C.L. cheques for Bingos as they are completed. In respect to other fundraising, the Fundraising person will prepare and submit a statement of receipts and disbursements with appropriate documentation.
18. Prepares and faxes forms for Alberta Government Subsidy Program and reimburses cheques to parents. W.C.L. subsidy cheques will come in the mail shortly after the rent is paid.
19. Prepares budget (estimate of revenues and expenditures) for the following year and gives budget to the existing Woodvale Community League Liaison to take to the following Community League meeting. A copy is also given to each of the new Executive Board Members, as well as the Teacher at the June turnover meeting.
20. Leaves \$1500.00 for the following year (plus the Registration fees received for the upcoming year). The Board of Directors will determine where any extra money will go.
21. Arranges to have the books (and requested documentation) audited by the Community League's Auditor at the end of the program year.
22. Transfers moneys and up-to-date binder to incoming Treasurer on the day of the meeting with the Auditor (outgoing Treasurer and incoming Treasurer should both attend this meeting).
23. Prepays phone bill in June to cover July and August.
24. Refers to Robert's Rules of Order (condensed) for additional responsibilities.

Registrar:

1. Attends all Playschool Executive Meetings, as called by the President.
2. Attends all Playschool's Board of Directors meetings (refer to the Playschool's Bylaws for responsibilities).
3. Fields any calls (at their home phone number) inquiring about the Playschool. Acts as a public relations emissary for the Playschool, answering questions about the Playschools operations and philosophy. During playschool hours, phone calls regarding registration will be forwarded to the Registrar by the teachers.
4. Spring Pre-Registration:
 - a. Discuss with the Board any fee increase and update pre-registration form
 - b. Discuss with the teachers the date of the open house and any changes to the open house
 - c. Arrange with Secretary to book a room at the Clubhouse for a day in the first week of April
 - d. Send out the pre-registration form and a letter to existing students/siblings the first week of March (all forms to be back by the end of March) to the Class Reps for distribution
 - e. Arrange with Vice President to advertise the Spring Pre-Registration day in the Millwood's Newsletter, on the 50th Street Message Board, in the School Newsletter, on the website, on other advertising media and locations, as required, and with posters in the school
 - f. When accepting registrations, inform parents of any vacancies on the Playschool Board to see if parent is interested in volunteering
5. Updates the Class List with each new or withdrawn child. Must be proficient in the use of an Excel spreadsheet.
6. Fall Registration:
 - a. Pick a day for registration the second last week of August and arrange with the Secretary to book a large room at the Millwood's Club house

- b. Mail out the Fall Registration information letter and Registration Form during the first week of August
 - c. Arrange with the Vice President to advertise in the Millwood's Newsletter, on the 50th Street Message Board, on the website, on other advertising media and locations, as required
 - d. With assistance from the Secretary, put together the Registration packages including the Parents Guide, Playschool Bylaws, "what to expect first day" letter, and "website information" letter
7. Gathers all Registration forms after the August Orientation meeting, with the help of the other Executive members, and ensures they are completed in full. The Registrar will instruct Class Reps about any missing information. Class Reps should then obtain any missing information before September 30th. Parents with missing information after September 30th cannot send their child to the Playschool until this information is provided.
 8. Picks a second Registration night to be held at the playschool during the first week of September, for those who missed the first one, if needed.
 9. Meets with any new/incoming parents that register after the August meeting to receive all cheques, obtain necessary information for forms, and give a brief tour/orientation to the Playschool on their first day.
 10. Ensures any withdrawing parents fill out the "Withdrawal from Woodvale Playschool" Form.
 11. Immediately phones the Treasurer, Class Reps and Bingo Coordinator regarding any changes to the classes. Provides an updated copy of the Class Lists to all Executive Members as soon as possible.
 12. Meets monthly with teachers to confirm class list.
 13. Passes on up-to-date binder to incoming Registrar.

Community League Liaison:

1. Must be a Woodvale Community League member.
2. Attends all Playschool Executive Meetings, as called by the President.
3. Attends all Playschool's Board of Directors meetings (refer to the Playschool's Bylaws for responsibilities).
4. Attends every Woodvale Community League board meeting (one night per month) representing the Playschool.
5. Provides monthly Treasure's reports and minutes from the Playschool to Woodvale Community League.
6. Acts as a liaison (communication) between the Playschool and the Community League.
7. Provides an up-to-date binder to incoming Liaison.

GENERAL BOARD

Assistant Treasurer:

1. Attends all Playschool's Board of Directors meetings.
2. Assists the Treasurer in the execution of their duties.
3. Example of duties may include but are not limited to:
 - a. Prepares cheques to pay vendors (Telus, cleaning staff).
 - b. Prepares cheques to reimburse Supplies person, Teachers and other Board Members when they submit invoices or receipts.
 - c. Reconciles monthly bank statement.
 - d. Accumulates Bingo deposit cheques. Returns cheques to parents once Bingo is worked or cashes deposit cheque if not worked.
 - e. Receives and deposits W.C.L. cheques for Bingos as they are completed.
 - f. Prepares and faxes forms for Alberta Government Subsidy Program and reimburses cheques to parents.
 - g. Prepares income tax receipts for parents (e.g. child care expenses deduction)

Fundraising Coordinator:

1. Attends all Playschool's Board of Directors meetings.
2. Organizes all the Playschool's fundraising activities, ensuring the fundraising events are distributed throughout the year.
3. Is responsible for maintaining adequate accounting of monies received.
4. Returns up-to-date binder at last Board Meeting.

Bingo Coordinator:

1. Attends all Playschool's Board of Directors meetings.
2. Receives all Bingo dates from President of the Playschool.
3. Receives Bingo sign up sheets from the August Orientation meeting.
4. Phones to remind the bingo workers about one week before each bingo.
5. Ensures that all workers were present and accounted for and communicates this information with the Treasurer to ensure Bingo deposit cheques are returned or cashed.
6. Submits lists to the Newsletter Editor by the given deadline (the 15th of the previous month) of the people working each bingo.
7. Returns up-to-date binder at last Board Meeting.

Class Representatives:

1. Attends all Playschool's Board of Directors meetings.
2. It is important that the Class Rep be the main person dropping off and picking up their child.
3. Acts as a liaison between the parents and the Teacher. Discusses any pertinent parental concerns with the Teacher. Small issues or questions not directly related to the Teacher are to be taken care of without discussion with the Teacher.
4. Makes themselves known to the parents in their class and any new registrants throughout the year, and be accessible to listen to any parental concerns.
5. By September 30th, ensures that all registrations for the class have all the required information (i.e. Community League number, Photocopy of Alberta Health Care Card, required signatures).

6. Meets with any new/incoming parents that register after the August meeting to receive all cheques, obtain necessary information for forms, and give a brief tour/orientation to the Playschool on their first day, if the Registrar is unavailable.
7. Assists the Teachers in keeping a positive atmosphere in the Playschool conducive to their teaching and the children's welfare.
8. Checks the class box daily (across from the coat hooks) for special newsletters or items that must be placed in children's knapsacks to go home.
9. Calls parents if classes are cancelled or if class plans change (i.e. skating or tobogganing). The Teacher will inform the President, who will then inform the Class Reps, who will then call the parents.
10. Assists the Teacher with extra projects pertaining to the class (i.e. collects signatures on permission slips for field trips, make name tags, obtain missing signatures on class sign in/out sheets, etc.).
11. Gets the fieldtrip permission slips signed by the parents and puts in the field trip coordinators file.
12. Returns up-to-date binder at last Board Meeting.

Maintenance Coordinator:

1. Attends all Playschool's Board of Directors meetings.
2. A minimum of one time per month, visits the playschool on a day arranged with the teachers to complete minor repairs and handy work required by the playschool. Activities may include putting up shelves, repairing cabinetry, etc within your skill set.
3. Returns up-to-date binder at last Board Meeting.

Newsletter Editor:

1. Attends all Playschool's Board of Directors meetings.
2. Obtains all information for upcoming monthly newsletter.
3. Collects "Notes from the Teacher" and other newsletter items by the 15th of the prior month.
4. Ensures Playschool Board meeting dates and times are included on the calendar.
5. In months we have a bingo, obtain Bingo names from the Bingo Coordinator for the upcoming month to include in the calendar.
6. Assembles all information in a simple, condensed format. Electronic copies of the newsletter should be in pdf format.
7. Allows the Teacher and Executive to review the Newsletter before sending to parents via email and sending to the Vice President for posting on website.
8. Makes required number of copies as requested by the Teacher. Photocopying can be done at Greenview Elementary School for a nominal fee or at the Golf Course office for free.
9. Emails newsletter and calendar to parents no later than the last Tuesday of each month. A class mailing list will be established for distribution of newsletters and calendars. Please be aware of holiday days near the end of the month, as it may be necessary to have the Newsletters ready at an earlier date.
10. Returns up-to-date binder at last Board Meeting.

OTHER VOLUNTEER POSITIONS

Art Clean Up Person:

1. Helps with cleaning up after art projects such as cleaning paintbrushes, tables, aprons etc.

Art Preparation:

1. Prepares projects for your class (e.g. cutting templates, sorting craft supplies etc.).
2. Assists with an extra jobs from the 'Teachers' helper jar'.

Classroom Arrangement Helper:

1. Works with Teachers to rearrange/redecorate classroom throughout the year for different themes.

Class Field Trip Coordinator:

1. Distributes permission forms
2. Collects permission forms and money

Classroom Painter:

1. Performs minor paint touch ups throughout the year as needed.

Class Sewer:

1. Performs minor sewing repairs to class items.
2. Makes minor sewing projects for class.
3. Supplies are paid for by Playschool.

Grant Writer:

1. Researches any grants that are applicable to the Playschool.
2. Drafts applications for applicable grants and submits to Executive board for review.
3. Submits grant applications to applicable organizations.
4. Drafts grant reports and submit to Executive board for review.
5. Submits grant reports to applicable organizations.

Laundry Person:

1. Takes home wash cloths, towels and other laundry weekly and washes, dries and returns them to school.

Librarian/Organizational Assistant:

1. Organizes and categorizes the children's books.
2. Repairs and re-shelves books, picks up and returns books from public library.
3. Transfers stories from CD to tape for the Playschool listening centre.
4. Assists Teachers as required in organizing Playschool supplies and activity areas.

Parent Volunteer Coordinator (for special events and field trips):

1. Displays sign-up sheets for volunteers to sign up of class events.
2. Contacts parents when additional volunteers are needed.

Picture Uploader:

1. Uploads classroom picture onto Playschool website.

Plant Waterer:

1. Waters plants in the classroom as needed.

Recycling Coordinator:

1. At minimum monthly, removes all bottles and juice containers from the school for return to bottle depot for deposit.
2. Forwards deposit monies collected to Treasurer.
3. Initiates other recycling initiatives, if desired.

Scholastic Coordinator:

1. Collects Scholastic orders and money.
2. Places order online.
3. Distributes order when it arrives.

Supplies Person:

1. Works with the Teacher to meet the needs of activities and programs with the appropriate supplies.
2. Checks the supply list posted at the Playschool on a weekly basis.
3. Purchases any supplies (cleaning, craft, operational) as needed or instructed by the Teacher. List of where items are bought should be listed in your binder. Make sure you update this list as necessary. Cleaning supplies and some craft supplies will be delivered directly to the playschool.
4. Purchases various miscellaneous items, as needed.
5. Purchases equipment as instructed by the Teacher, such as games, toys, furniture, etc.
6. It is the Supply person's responsibility to get the supplies to the Playschool as soon as possible.
7. Purchases may be made with a credit card and receipts submitted monthly to the Treasurer so he/she can reimburse your expenses with a cheque. On each receipt, make a brief note of what the purchase was (e.g. paints, laundry soap, dishcloths, etc.). An accounts log does not have to be kept if you choose this method. On large purchases, the Treasurer can provide an advance cheque.
8. Woodvale Playschool will pay for half of a Costco membership if supplies will be purchased there.

Take Home Packs Coordinator:

1. Works with Teachers to put together 'Take Home Packs'