

## Parent Support Jobs

Parent jobs are essential for running the preschool. Some of the jobs allow plenty of flexibility regarding when, where, and how they can be fulfilled. In case of a drop in enrollment, unfilled jobs are absorbed and fulfilled by other members. Please read the quick descriptions and decide on your top 3 choices. Detailed job descriptions will be provided at orientation. We will try to assign you one of your top choices, but it will depend on enrollment and interest. Thank you for understanding.

Submit your choices to the Director on the attached sheet.

***PPCP Officer Positions—Descriptions and General Duties—All Board members must attend monthly meetings. If unable to attend, members must find someone to go in their place.***

**Board Chair:** The Board Chair assists the Director and Teacher in running the preschool, stepping in when either of them is unable to fulfill a duty. The Board Chair is responsible for ensuring that other parent jobs and committee duties are being completed by checking with the Director and Teacher often and following up with other members (such as the Vice Chair, the fundraising chair, etc.). The Board Chair is also in charge of Board Meetings.

**Vice Chair:** The Vice Chair assists the Chair and Director in running the preschool. As needed, the Vice Chair steps in to assist the Chair when he/she is unable to fulfill a duty or when the load is particularly heavy. The Vice Chair is in charge of coordinating, planning and organizing the 2 Parent Workdays and, with the Chair, the 2 All-parent meetings.

**Secretary:** The secretary keeps minutes of board meetings and assists in keeping the school calendar up to date. The secretary also takes on the responsibility of contacting media and publications regarding P.R. for the preschool. This may also require writing and submitting short articles about what is going on at the preschool.

**Treasurer:** The treasurer is responsible for bookkeeping at the preschool, collecting payments and distributing reimbursements. This person will work and communicate with the accountant of the First Presbyterian Church.

**FUNDRAISING Liaison:** This person is also a member of the Fundraising Committee and is the go-between for the Board and the Fundraising Committee. He/She is responsible for keeping the Board informed about Fundraising plans and events.

**PPCP-FPC Liaison:** This person is the go-between the preschool and the church. This person is also responsible for the community service component of our preschool.

All Executive Board Members MUST follow the Code of Conduct set forth on pg. 11 in the Handbook. Failure to do so will result in immediate action by the remaining Executive Board and the Director as stated in the Handbook. If a Board Member is unable to meet specified deadlines or duties for their position, they are required to appeal to the Board Chair 2 weeks prior to the deadline for their assistance and work cooperatively with them to achieve the task at hand. If a Board member chooses

not to follow these aforementioned guidelines, the Board Chair and Vice Chair will assist the member in finding a more suitable parent job position.

### ***Additional Support Jobs***

#### **Fundraising Committee (with the Fundraising-Board Liaison, 6 total members)**

*All fundraising team members will attend monthly fundraising-specific meetings.*

**Fundraising Chair:** This person is responsible for leading the fundraising committee. They are to schedule and run meetings with their team and make sure everyone is completing tasks as decided by the committee for each fundraising event. The chair must delegate tasks and follow-up with members to be sure tasks are being completed in a timely manner.

**Fundraising Committee Members #3, #4, #5, and #6:** The committee will work as a team to do the planning and organizing of all Fundraising Events. Duties to be divided among committee members include: Taking notes at meetings, Contacting and Securing community members/venues, Accounting of fundraising events (being in charge of fundraising monies and receipts), Communicating regularly with the entire membership regarding events, Advertising events, Set-up and Clean-up at events, Coordinating member contributions (of time, money, skills, supplies, etc.) at events.

**Calendar & Communications Coordinator (1 member):** This person is responsible for keeping the online calendar up to date (Rallyhood), website maintenance and making sure that all assisting days are covered and that all families are sharing the load, and contacting members to assist if any days are not filled. This person will also assist in printing and distributing preschool advertising fliers and assist with other advertising needs of the PPCP.

**School Guardians (2 members):** The guardians of the preschool help to keep our building and grounds clean and safe. They may work together or individually to ensure that maintenance is being completed. Duties include:

**First member (Exterior Guardian):** This person will help keep the exterior of our building and the playground in top shape. Any maintenance or repairs that the person does not have the necessary skills to perform may be outsourced first by appealing to other members for help, submitting a work request to the church, or by hiring someone to complete it. Depending on the task, the exterior guardian may receive financial reimbursement for jobs that ***must*** be hired out. If the member ***chooses*** to hire out a job, they are responsible for payment.

**Second member (Interior Guardian):** This person will help keep the inside of our building safe and in top shape. A list and schedule of monthly deep cleaning and other tasks to complete will be provided by the Director.