

LITTLE HANDS - A PARENT/CHILD CENTER

Long Job Descriptions

2010

Updated July 16, 2010

As each year is different, some jobs/tasks may be subject to change; your flexibility and cooperation are appreciated in helping to complete what is necessary for this school year.

JOB TITLE: All-School Meeting Coordinator/Spice Speaker Coordinator (2)
Reports to: President (*Karen Melzer*)

The Coordinator's responsibilities include overseeing a committee to help organize the event—typically either a guest speaker or break-out sessions (which also includes collecting interest sheets and setting up the workshop enrollment process), set-up and breakdown, staffing the sign-in tables, organizing refreshments, advertising to the school and making copies of handouts. The Coordinator also works with the President to ensure the completion of the slide show for the meeting. The Board and the Director are responsible for conducting the meeting, including determining topic(s) and obtaining speakers. The Coordinator may be asked to assist with implementing any supplemental activities relating to the topic(s) discussed at the meeting.

The Coordinator and committee MAY be asked to assist with the second semester all school meeting as well, which is off-site and shared with other schools.

August: The President will contact you to discuss the timing and format for the All-School Meeting (usually held in October). Contact VP Liaison to ensure date has been cleared with the church, and determine deadline for weekly announcements to get to the VP Liaison that provides information (date, time, topic(s)) on the meeting.

September: After determining the timing and format of the meeting, contact committee members and arrange for meeting. Assign committee members to various tasks (refreshments, set-up, clean-up, staffing sign-in tables (including handing out nametags) and making copies of handouts). Create form for parents to fill out indicating preferences for breakout sessions. The form should be available to families at least 3 weeks prior to the meeting. Arrange to have a box or folder for collection of the forms. Notify parents of their sessions prior to the event and/or put session # with location on a pre-printed nametag. If slide show is to be done, reserve screen (usually rent from Kaufman Camera on 25th in San Mateo); and discuss with President how and when the slide show will be incorporated into the meeting. Discuss with President which coordinator will request that a poster be made by the Fall Poster Maker. Follow up with him/her regarding making of poster for the meeting.

October: Follow-up with committee members to ensure they are doing assigned jobs and will be present at the meeting. On the day of the meeting, pick up screen, supervise set-up of sign-in tables, refreshments; put reserved parking signs in space(s) out front for guest speaker(s), make sure rooms where break-out sessions (if any) are occurring are clean and have sufficient chairs, and supervise clean-up.

Complete job completion form and collect them from any committee members as well. Return form to Board President.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Class Liaison
Reports to: VP Liaison (*Dani Mohan*)

Act as "Class Coordinator" and help teacher with necessary tasks. Responsibilities include distributing weekly announcements via e-mail and reviewing them in class. Additional duties: Distribute flyers and other important information in parents' folders, collect various forms and monies (class photo, teacher's gifts, auction class basket, sell raffle tickets), answer questions from parents and/or direct them to the appropriate person to answer, organize night classes with teacher, and social events like parents' night out and play dates, as appropriate.

August: If possible, attend Teacher In-Service lunch meeting, conducted at Little Hands, for a chance to meet with your teachers. This is an opportunity to discuss when is the best time to review weekly announcements in class (break time, closing time or a convenient time for that particular class), and how you can assist your teacher in other ways during the school year. This lunch is set for Tuesday, August 31, 2010 at Little Hands.

Once School Starts:

Weekly: Send announcements (received from VP Liaison) to class via e-mail. Class Liaisons need to insert who is bringing snack for the class the following week (both kid and adult if separate) as well as if there are any birthdays. Weekly announcements run Saturday-Friday. Class Liaisons will receive the announcements via e-mail each Saturday from the VP Liaison. These announcements are then to be sent no later than Sunday to their class (this means all classes are receiving the announcements before the Monday classes meet.)

Review announcements each week during class at a time previously determined with your teacher. VP Liaison will forward with the weekly announcements talking points to review in class (what to highlight that week in class).

September: At required night class (Orientation Session), discuss with teacher ways you can assist her during the meeting. Introduce yourself to other parents and let them know that you will be the Class Liaison. Pass around Class List and ask parents to update if necessary. Ask them to note if their child has any allergies or special needs. Collect tuition and outstanding forms, if necessary, from parents and put in Treasurer's box in Art Room. If a parent is absent at required night class you will need to make them a class folder. If there are changes to the Class List, please e-mail them to VP Registration II (lhreg2009@gmail.com) who is in charge of the database.

Work with the teacher to find a substitute to review announcements in class when you are absent.

An email list for your class is already set-up and it includes all parents currently registered for the class.

Determine when your class is scheduled to do a Maintenance Day and confirm with Maintenance Board Member at least 2 weeks before how many people from your class will attend (please note: the Maintenance Day for your class may be in the spring semester). Coordinate refreshments and the potluck that occurs on your class' Maintenance Day.

October and January: Assist teacher with required night classes (such as determining location of class from parent volunteers, send an Evite with a sign-up for potluck refreshments and snacks, and include map option for directions to the meeting location).

October: Collect order form/payment and help organize class photo in class.

End of September/ October: Help distribute and sell raffle tickets for fall fundraiser/ auction. Class Liaison is responsible for coordinating the assembly of the Class Basket for the Fall Fundraiser/ Auction event. The VP Liaison will assist with ideas.

November and May: Organize holiday and end-of-year gift for teacher from class.

April: Help organize candid child photos taken by photographer during class.

Special Projects:

- Teacher's birthday
- Parents night out – *discuss this as a class in September*
- Play dates during school breaks
- Meals to new moms, as needed
- Complete job completion form and assist with collection of updates from class members as needed. Return form to VP Liaison Board Member

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Marketing Writer (*Nicole Savickas*)

Reports to: Publicity Board Members (*Nicole Savickas and Alice Zaiantz*)

Skill needs: Writing, Publicity/Marketing

Peak time: All year

The Marketing Writer is responsible for developing content for Little Hands marketing and event materials, advertisements and the web site.

- Works with Staff Advisor (Teacher Lalaine) and Publicity Board Members to support key marketing messages through copy writing
- Helps maintain a consistent voice for Little Hands materials
- Creates copy for new materials and updates content for existing materials
- Complete job completion form and return to Publicity Board Member

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Proofreader / Asst. Marketing Writer
Reports to: Marketing Writer (***Nicole Savickas***)
Skill needs: Writing, Editing
Peak time: All year

The Proofreader supports the Marketing Writer with proofreading all internal and external copy and suggesting edits as necessary. Staff Advisor (Teacher Lalaine) will also proofread and do final sign-off.

- Insures all materials are mistake free!
- Complete job completion form and return to Publicity Board Member

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Graphic Designer (*Alice Zaiantz*)

Reports to: Publicity Board Members (*Nicole Savickas and Alice Zaiantz*)

Skill needs: Graphic Design: Print

Peak time: All year

The Graphic Designer is responsible for creating and maintaining all materials for print, advertising, events and the web.

- Designs materials
- Archives files and photos
- Complete job completion form and return to Publicity Board Member

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Asst. Graphic Designer

Reports to: Publicity Board Members: (***Nicole Savickas and Alice Zaiantz***)

Skill needs: Graphic Design: Print

Peak time: All year

The Asst. Graphic Designer supports the Graphic Designer in creating and maintaining materials for print, advertising, events and the web as needed.

Complete Job Completion Form and return to Publicity Board Member

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Webmaster

Reports to: Publicity Board Members: (*Nicole Savickas and Alice Zaiantz*)

Skill needs: Graphic Design Web

Peak time: All year

The Webmaster is responsible for overseeing the development and maintenance of the Little Hands web site.

- Maintains and updates web site content
- Keeps on-line calendar, "news" and contacts up-to-date; must be able to make necessary changes at least within 48 hours
- Works with developer/host to make the most of internet & intranet functionality
- Communicates with local Mother's Clubs on-line bulletin boards
- Complete Job Completion Form and return to Publicity Board Member

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Assistant Webmaster

Reports to: Webmaster

Skill needs: Graphic Design Web

Peak time: All year

The Assistant Webmaster is responsible for assisting the Webmaster in keeping the Little Hands web site up-to-date and functioning smoothly.

Complete Job Completion Form and return to Publicity Board Member

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: PR Coordinator / Event Coordinator

Reports to: Publicity Board Members (***Nicole Savickas and Alice Zaiantz***)

Skill needs: Publicity/Marketing

Peak time: All year

The PR Coordinator helps to develop marketing opportunities to promote Little Hands and boost enrollment.

- Helps coordinate special projects like photo books, new table cloths and other materials that can be created by LH families to help promote the school.
- In charge of the PR Assistant team which helps to distribute posters and other marketing items.
- Coordinates local events such as community and educational fairs, preschool nights, and other miscellaneous publicity driven functions
- Complete Job Completion Form and return to Publicity Board Member

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: PR Assistant /Promoter, San Mateo/Foster City

Reports to: PR Coordinator

Skill needs: Publicity/Marketing

Peak time: Pre-Enrollment or Event (Nov-Jan, May-Aug)

PR Assistant will be in charge of marketing LH in the San Mateo/Foster City district.

- Hangs Poster, distributes Postcard and helps in marketing the school
- Promotes Little Hands at Preschool Nights and other Educational Fairs
- Complete Job Completion Form and return to Publicity Board Member

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: PR Assistant / Promoter, Belmont/San Carlos
Reports to: PR Coordinator
Skill needs: Publicity/Marketing
Peak time: Pre-Enrollment or Event (Nov-Jan, May-Aug)

PR Assistant will be in charge of marketing LH in the Belmont/ San Carlos district.

- Hangs Poster, distributes Postcard and helps in marketing the school
- Promotes Little Hands at Preschool Nights and other Educational Fairs
- Complete Job Completion Form and return to Publicity Board Member

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: PR Assistant, Redwood City/ Menlo Park

Reports to: PR Coordinator

Skill needs: Publicity/Marketing

Peak time: Pre-Enrollment or Event (Nov-Jan, May-Aug)

PR Assistant will be in charge of marketing LH in the Redwood City/Menlo Park district.

- Hangs Poster, distributes Postcard and helps in marketing the school.
- Promotes Little Hands at Preschool Nights and other Educational Fairs.
- Complete Job Completion Form and return to Publicity Board Member

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Banner / Marketing Box Coordinator

Reports to: Publicity Board Members (***Nicole Savickas and Alice Zaiantz***)

Peak time: All year

The Banner/Marketing Box Coordinator will be in charge of the Little Hands Banners.

- Drops off /picks up banner for promotion, cleans as needed and stores.
- Researches and identifies more opportunities for hanging the banner in San Carlos/Belmont /San Mateo/ Redwood City.
- Manages & maintains LH marketing box so that it is ready/re-stocked after each event.
- Alerts board member when materials are needed and restocks the box as necessary. Marketing box contains smaller event banner, brochures, hand-outs/posters, balloons, sample T-shirts, "office supplies", tablecloth, clothes pins/cord to hang banner, photo books from past years.
- Complete Job Completion Form and return to Publicity Board Member

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Photography Coordinator

Reports to: Publicity Board Members: (***Nicole Savickas and Alice Zaiantz***)

Skill needs: Publicity/Marketing, Photography

Peak time: Sept-Dec

The Photography Coordinator is responsible for managing photographers, organizing photographs and building a collection of photos that represent classes and events at Little Hands throughout the school year. Additional duties may include paperwork or creation of a photo book at the end of the year.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Poster Maker

Reports to: Social Board Members (*Tami Nurisso and Stacy Simon*)

One poster maker will be responsible for making signs, posters, and flyers for the first semester and the second poster maker will be responsible for making signs, posters, and flyers throughout the second semester for different events.

Skills: Creative/Artistic for handmade posters or if computer generated, experience using page layout program is desirable.

Fall

August: The Social Board Member will contact the Fall Poster Maker to review the list of events for which posters will be needed. Some of the events are: Ice Cream Social, Harvest Festival, All-School Meeting, and Talbot's Night. Discuss with Social Board Member supplies to be used.

Monthly: Make posters as needed.

Spring

January: The Social Board Member will contact the Spring Poster Maker to review the list of events for which posters will be needed. Some of the events are: Pancake Breakfast, Hometown Days, All-School Meeting and All-School Picnic. Discuss with Social Board Member supplies to be used.

Monthly: Make posters as needed.

Complete Job Completion Form and return to Social Board Member

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Harvest Festival Chair

Reports to: Social Board Members (*Tami Nurisso and Stacy Simon*)

Coordinate planning of Halloween Party with Assistants and Committee. Responsible for coordinating photos, food, decorations, and games. Must be available from August through October and be present at the event.

August: Social Board Member will contact you to provide the job folder and names and contact information for committee members. Plan date and location. Arrange for committee meeting in August.

August/September: Meet with committee and assign members to subcommittees (photo, refreshments, decorations, games, solicitations, etc.) Coordinate with your committee to get donation letters sent out. Contact Poster Maker to have posters publicizing the event made and put up at school at the beginning of October. Contact Fall Photographers to arrange for photos at the event.

September: Meet with assistants and committee to check in with people and determine that everyone is doing his/her job for the event. Have sign-up sheet ready for set-up, clean up, and working at different game and activity booths.

October: Make final preparations for event; attend and supervise the event and the clean up afterwards, making sure all supplies are returned to proper places in attic classrooms, etc. Space MUST be left in better shape than when you found it!!

November: Write article for website/ announcements (or arrange to have a committee member write one) summarizing the event. Follow-up with Social Board Member to make sure photographers are doing the photo posters. Write summary of the event with specifics along with a timeline. Place in job folder and return to Social Board Member to pass along to next year's chair. Also, complete job completion form and make sure all committee members do the same; collect all and return to Social Board member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Pancake Breakfast Coordinator

Reports to: Social Board Members (*Tami Nurisso and Stacy Simon*)

Oversee the planning of the Pancake Breakfast held in February. Little Hands families and alumni are invited to attend. Determine best way to contact alumni (typically thru email)

August: The Social Board Member will contact you to determine the date for the Pancake Breakfast. Make sure the Board Member has confirmed with VP Liaison that the Parish Hall is rented.

December: Contact VP Liaison to determine deadline for announcements. Send announcement and make sure info is posted on web and email is sent to alumni as well. Determine if any art project or fundraiser will be part of the event and make arrangements. Contact Spring Poster Maker to inform him/her that you will need a poster for the event in January. Follow up to make sure poster gets done. Contact Spring Photographer to ensure photos will be taken at the event for the school album and posters.

January: Meet with committee members to discuss planning for the event. Assign committee members to different jobs (managing event sign-ups, purchasing food and beverage, staffing the event, setting up and cleaning up). Obtain petty cash and cash boxes from the Treasurer.

February: Supervise committee members in setting up, working the event, and cleaning up. Return petty cash and cash boxes to the Treasurer. Summarize event, update shopping lists, and update timeline; return to Social Board Member to pass along to next year's coordinator. Return any supplies to proper places (attic, classrooms, etc.). Also, complete job completion form and make sure all committee members do the same; collect all and return to Social Board member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: All-School Picnic Coordinator

Reports to: Social Board Members (*Tami Nurisso and Stacy Simon*)

Plans All-School Picnic typically held in May.

August: Social Board Member will contact you to determine date and location for picnic. Discuss park reservation (Twin Pines Park in Belmont must be reserved by a Belmont resident). Discuss possible entertainment with Social Board Member (determine budget, if any, for event). Discuss whether food will be provided and, if so, discuss soliciting donations with Social Board Member. Families typically bring a picnic lunch.

March: Meet with Committee members to discuss event and allocate job responsibilities. Contact Spring Poster Maker to arrange for poster publicizing the event to be made. Finalize entertainment arrangements, if any.

May: Attend event and supervise committee members in setting up, staffing the event if necessary, and cleaning up. Return all supplies where they belong. Summarize event and update timeline; return to Social Board Member to pass along to next year's coordinator. Also, complete job completion form and make sure all committee members do the same; collect all and return to Social Board member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Hometown Days Parade Coordinator

Reports to: Social Board Members (*Tami Nurisso and Stacy Simon*)

Coordinate participation of Little Hands in the San Carlos Hometown Days parade (held in May).

January: Social Board Member will contact you to determine date for parade and provide information on your job.

February: Contact San Carlos Hometown Days officials and request an application. Fill out the application and return by the deadline. (A permit is required to participate in the parade). Discuss possible themes with Social Board Member.

March: Determine deadline for website/ announcements about Hometown Days parade. Contact the Spring Poster Maker to request that a poster for the event be made. You may need to attend a meeting regarding the parade organized by the San Carlos Hometown Days officials. Decide theme for parade. Determine whether refreshments will be provided; if yes, discuss budget with Social Board Member or attempt to obtain items that are donated.

April: Put sign-up sheet up at school so Little Hands families can sign up to participate in the parade.

May: The bench in the music room turns into a wagon and is used during the parade. Arrange with your assistant to have it transported to and from the parade site. Arrive early the day of the parade and organize Little Hands families in preparation for marching in the parade.

Complete the Job Completion Form and return to Social Board Member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Photographers

Reports to: Social Board Members (*Tami Nurisso and Stacy Simon*)

Responsible for taking pictures at events, printing out hardcopy prints, creating posters using event photos to hang at school, and uploading pictures to Little Hands Shutterfly account.

Skills: Must have photography experience and experience with Shutterfly or similar online photo sites.

Fall

August/ September: Attend meeting with other Photographer(s) to assign the following:

- Attendance at Little Hands events such as the Ice Cream Social, Harvest Festival, Auction, Talbot's Toy Night, Pancake Breakfast, All-School Picnic, and Hometown Days (if this event takes place).
- Making posters from the events (each photographer can make collage posters from the events s/he photographs or one photographer can be the poster maker for all the events).
- One person to manage the Shutterfly account, ensuring the pictures from all the events are uploaded. This person will also work with Ways & Means Board Member to understand what kind of fundraising the school wishes to do with photos.
- One person to create a hard copy end-of-year Shutterfly photo book, working with the Social Board Member and Ways and Means Board member if the books will be sold. If so, organize process for taking orders and publicizing to the Little Hands Families.

Throughout year: Attend events and take photographs. You may obtain an advance or seek reimbursement from the Treasurer for film, developing, and album/poster supplies. Check at school for poster supplies before purchasing anything. Most likely you will find what you need. Display photos from events at Little Hands (in collage form on poster board) before uploading them to Shutterfly. Person in charge of the Shutterfly site ensures photographs are uploaded after each event.

March: Person in charge of end-of-year Shutterfly photo book starts compiling the pictures. If these books will be sold, organize process for taking orders and publicizing to the Little Hands families.

May: Person in charge of final end-of-year photo book prints and delivers it to Director for Little Hands and publicity use.

Complete the Job Completion Form and return to Social Board Member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Merchandise Sales Chair

Reports to: Social Board Members (*Tami Nurisso and Stacy Simon*)

Organize the sale of Little Hands t-shirts, mugs, etc. at the various social events; also responsible (along with members of your committee) for taking inventory, ordering t-shirts and filling orders placed individually by Little Hands families. Samples of items and order forms should be displayed in both parts of the school for easy viewing (perhaps in both main classrooms).

July/August: Social Board Member will contact you to go over job responsibilities. Inventory stock of t-shirts and other items (which are located in bins up in attic); detailed records are required. Discuss whether additional merchandise is desired/needed. (Suggestion from last year's chairperson to look at possibly using a different vendor.) Check with Publicity Board Members to get input/share ideas with them. Determine events where t-shirts can/should be sold. Possible events include: New Family Orientations, Ice Cream Social, All-School Meeting, Pancake Breakfast, and All-School Picnic. Meet with committee to discuss job responsibilities and coordinate staffing of different events. Arrange to obtain petty cash and cash boxes from the Treasurer before each t-shirt sales event and then return money and accounting of sales activity to Treasurer. Adjust inventory as needed.

September – Put blurb in very first announcements; may want to enlist help of poster maker for more advertising in both classrooms so parents are ready to purchase at Orientations and the Ice Cream Social

Monthly: Attend/oversee committee members selling t-shirts and other items at events. Work with Class Liaisons to promote sales. Check order status in Art Room often (especially in the beginning of the year when families want t-shirts for class photos); place orders periodically when needed.

Complete the Job Completion Form and return to Social Board Member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: T-shirt Sales Committee
Reports to: Merchandise Sales Chair

Assist the T-shirt Sales Chair with the sale of Little Hands T-Shirts at the various social events.

August: Meet with T-shirt Sales Chair to discuss job responsibilities and organize a schedule for the year of which committee members will work at which events. Some of the events where t-shirts may be sold are: New Family Orientation, Ice Cream Social, All-School Meeting, Pancake Breakfast and All-School Picnic. Responsible for assisting T-shirt Sales Chair with maintaining an accurate inventory.

Monthly: Attend events to which you have been assigned to sell t-shirts and other items (must maintain accurate records). Assist the chair with placing orders if needed.

Complete the Job Completion Form and return to Social Board Member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Social Committee

Reports to: Social Board Members (*Tami Nurisso and Stacy Simon*)

Assist in the planning, coordination, and execution of the various Social events throughout the year. These events include:

- Harvest Festival – late October
- Pancake Breakfast – early February
- All-School Picnic – early May
- Hometown Days Parade – late May (if it takes place)

Typical activities include:

- Planning event themes, decorations, food, entertainment
- Soliciting food, beverage, decorations from local businesses in support of these events (if needed)
- Setting up and cleaning up
- Designing and coordinating event publicity
- Selling tickets or managing event sign-ups
- Staffing the event

Complete the Job Completion Form and return to Social Board Member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Jobs Assistant

Reports to: Jobs Board Member (*Liana Plumpton*)

Responsibilities:

Summer (July-September): Data entry in Excel file for job assignments. Prepare for orientation by printing and distributing a hardcopy of everyone's job description for opening night.

December: Prepare for January Baby Class by completing the tasks listed above.

Monthly during school year: Tally up everyone's hours for the year and help to indicate any people that may be deficient in hours worked. Data entry these numbers into excel file.

Complete the Job Completion Form and return to Jobs Board Member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: eScrip Coordinator

Reports to: Ways and Means Board Members (*Jessica Eva and Debbie Blucher*)

Help promote subscription of eScrip.

August: Ways and Means Board Member will contact you to discuss what materials should be included at Orientation (eScrip sign-up information, etc.) Deliver materials to school and alert director so she can have teachers distribute.

September: Discuss with Ways and Means Board Member methods for increasing eScrip enrollment at Little Hands. Possibilities include a raffle (either individual or by class), or asking Ways and Means Class Liaisons to pass out sign-up forms at night class meetings or other times when members might fill them out.

Monthly: Assist Ways and Means Board Member with promoting eScrip as needed. Run Monthly reports from eScrip website and email to Ways and Means Board Members.

Complete the Job Completion Form and return to Ways and Means Board Member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Talbot's Coordinator:

Reports to: Ways and Means Board Members (*Jessica Eva and Debbie Blucher*)

Organizes Little Hands participation at Talbots Night (a fun social for Little Hands parents at a toy store in San Mateo.) Parents can do holiday shopping and enjoy food and drinks with their friends. A portion of the proceeds from that night does go to Little Hands.

August: Ways and Means Board Member will contact you to determine date of shopping night.

October: Determine deadline for website/ announcements in class regarding the event. Publicize event as a social event. Meet with Committee to go over the event and assign job responsibilities. Organize a plan for the refreshment table with holiday decorations. Determine whether committee members will be responsible for light refreshments or whether the committee will solicit donations of food and beverages for the event. If solicitation is decided, coordinate with Social and Ways and Means Board Member to ensure that double soliciting does not occur (Ways and Means also solicits for the Auction which is held the month before and Social solicits for events such as Harvest Festival and Pancake Breakfast). Contact Community Outreach Coordinator – Holiday Project – to see if a Giving Tree will be at Talbots Night. Review box of items in Little Hands attic for Talbots Night to determine what can be used (table cloths, platters, candles and holders, wine opener, etc.) before purchasing supplies. Contact photographer so photos of event are taken and posters made and hung at school.

Late November or Early December: Attend Talbots Night and supervise committee. Have committee member(s) at the door greeting families and signing people in enabling us to keep track of how many families/people attended. Supervise set up and clean-up (Talbots will do final clean-up once everything has been taken (e.g. leftover food and drinks)). Provide final numbers of attendees and funds raised to Ways and Means Chairperson. Follow-up with photographers to make sure posters are hung ASAP (before holiday break!)

Complete the Job Completion Form and return to Ways and Means Board Member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Auction Finance Co- Chair

Reports to: Ways and Means Board Members and Treasurer (**Jessica Eva and Debbie Blucher and Jason Alger**)

Will oversee the following: Check-in/Checkout procedure, Ticket count/payments, incoming RSVPs.

Complete the Job Completion Form and return to Ways and Means Board Member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Ways and Means Event Committee

Reports to: Ways and Means Board Members (*Jessica Eva & Debbie Blucher*)

JOB TITLE: Ways and Means Events Committee

Reports to: Ways and Means Board Members (*Jessica Eva & Debbie Blucher*)

Ways and Means Committee members will work as a team in putting together successful fundraising events during the school year, the main event being the Fall Auction in November. The Auction Chair(s) will work together with a committee to design, publicize and host an evening of fun for LH parents, friends and family members and alumni of LH.

In order to fulfill the 20 hour co-op job commitment, the committee members might perform a specific job function for the main event and/or help with smaller events during the year. Some of the jobs for the main event include pre-event tasks like soliciting auction items for live or silent auction, managing the database, organizing auction items, creating the invitation, program, posters or flyers, choosing a venue and coordinating decorations, food, etc.; night of the event tasks may include set-up, clean up, overseeing the finance procedure-check-out and payments; and post-event tasks such as clean-up, follow-up and item delivery and thank you notes.

August: Parents on the Ways and Means Committee will be contacted by the Ways and Means Board member and/or the Event Chairperson with the date of the committee get-together so that you can meet team members, begin planning and work with Board Members and/or Chairperson on specific job assignments.

September/October: Work on tasks for fundraising event you have selected.

November (for main event): Continue to prepare for Event. Attend event and assist where assigned and/or needed (and have fun too!).

Throughout the Year: Work on tasks for fundraising event(s) you have selected.

By end of the Year: Complete the Job Completion Form and return to Ways and Means Board Member.

The jobs listed above may change from year to year depending on the type of events that are to be held and will be determined each year by the Ways and Means Board member(s).

The jobs listed above may change from year to year depending on the type of event that is to be held and will be determined each year by the Ways and Means Board member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Maintenance Assistant

Reports to: Maintenance Board Member (*Emily Lowe*)

Note: This job starts during summer before school starts.

- Attend meeting at Little Hands in August with Maintenance board member and other Maintenance Assistants (MA) to meet the team, review the job, and learn some of the specifics for Maintenance Days. Selection of which days each MA will supervise will take place.
- Attend the first Maintenance Day (August 21st, 7.30am – 11.30am) with the Maintenance board member. This will give all Maintenance Assistants a clear idea of what needs to happen when they supervise their own respective Maintenance Days. MAs will likely be asked to participate in some of the cleaning or organizational tasks on this first day.
- Attend and supervise three (3) Maintenance Days (not including the one for your class) during the school year. Includes working with the Class Liaisons for your MDs to communicate the MD to the classes; direct communication with the classes for whom you are supervising their MD to remind them of their obligation and fielding any questions; and working with the Maintenance board member on MD participation should low attendance be indicated; and arriving 30 minutes early to set-up and staying up to 30 minutes after for clean-up. See the LH MD Communications Plan document for instructions on when and what to communicate to your three classes and their Class Liaisons.
- Attend your class's Maintenance Day (8am-11am) to complete your own maintenance obligation to the school.

May be asked to coordinate with MA team members moving the furniture before and after professional cleaning, which occurs 3 times per year.

Complete the Job Completion Form and return to Maintenance Board Member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Plant Maintenance

Reports to: Maintenance Board Member (*Emily Lowe*)

Note: This job starts during summer before school starts.

Maintain, care for, and replace as needed all plants and hanging baskets at the school. Work with the Projects team to manage Irrigation, the drip system that waters all hanging baskets, potted plants, and plants in ground in the alley.

July/August:

- Meet with Maintenance Board Member to review job responsibilities.
- Determine schedule for maintaining plants.

Monthly:

- Coordinate with the Maintenance Board Member to schedule possible replanting and/or maintenance of the potted plants, hanging baskets, etc., in the fall, winter, and spring.
- Purchase and install plants as required. *Please note: plants must be non-toxic and kid friendly (no thorns).*
- Expense reimbursement forms are available at Little Hands via the Treasurer or through the Maintenance Board Member.
- Maintain plants based on schedule determined at the beginning of the school year.
- Cut back plants, including bougainvillea, and remove weeds as necessary, in front (picket fence area) and along fence line in alley. The bougainvillea should be cut back regularly, approximately every other month, beginning in August at the first MD.
- Check the drip system regularly and report all irregularities, problems, etc. to the Maintenance Board Member.

May be asked to help move the furniture before and after the professional cleaning days, which occur three times per year.

Complete the Job Completion Form and return to Maintenance Board Member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Towel Washer

Reports to: Maintenance Board Member (*Emily Lowe*)

Note: Three Wednesday AM parents and three Friday AM parents alternate washing towels for the school. Schedule is a rotation of ten weeks per person.

Before school starts: As required, meet with Maintenance Board Member to coordinate schedule for taking home dirty towels and returning them to school clean the following week. Dirty towels are located next to the outdoor children's sink. Clean towels should be put in the cupboard near the children's sink (note labeling on shelves).

Weekly Instructions During Scheduled Rotation:

During your scheduled rotation, take towels home each week at the end of your class and return clean towels the following week at the beginning of your class:

- Towels should always be washed using color-safe bleach per wash load -- use the amount your washer and/or detergent recommends.
- Make sure a large garbage bag (found in towel cupboard) is used to line the bins for the towels. This will help bring the towels home as well as keep things sanitary. More garbage bags can be found in the white outdoor supply cabinet (on the end of the shed where the ride-on toys are kept); the key is located in the suggestion box to the right of the Art Room. Be sure to put the key back! If you find the garbage bag supplies getting low, please be sure to add them to the purchaser's list in the Kitchen.

If you are unable to attend class to pick up the dirty towels on your scheduled week, contact another Towel Washer in your class so s/he can bring the towels to you or take the towels home to clean.

IMPORTANT: If you are unable to attend class to drop off the clean towels, drop them by school earlier in the week or drop them off with another Towel Washer team member in your class to bring in for you so that there are always clean towels available.

It is important that this job get done whether or not you are in class so that there are enough clean towels for all classes to use.

Notes: Towel Washers are responsible for assuring that there are enough clean towels at the school prior to Maintenance Days. Note the Maintenance Days during your scheduled rotation and double check the towels the week the Maintenance Day is scheduled. The Maintenance Day schedule will be available in early August. Sometimes a Maintenance Day is at the beginning or end of class holidays so please be sure to check the schedule and make time to bring your towels back in time for the Maintenance Day.

Each Towel Washer is responsible for ten weeks, exclusive of class holidays. Holidays will be indicated on the towel washing schedule provided to you by the Maintenance Chair.

Towel washers may be asked to help move the furniture before and after the professional cleaning days, which occur three times per year.

Complete the Job Completion Form and return to Maintenance Board Member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Name Tag/ Birthday Crown/Play dough Maker* (4)

Reports to: Maintenance Board Member (*Emily Lowe*)

*This year you MAY only be making play dough, but more of it (since we now need enough for both spaces!)

NAME TAGS:

Late August/Early September (depending on Orientation schedule)

Obtain material from Director to be cut into nametags. Use of pinking shears or similar is recommended. See sample nametag. Nametags should be ready for the first orientation night class. Orientations are scheduled this year from Sept. 2-Sept 10.

BIRTHDAY CROWNS:

Have a supply ready in September; then maintain a sufficient number of crowns and attachments throughout the year. These can be cut out of 18" x 24" construction paper found in art room. Use at least 6 different colors. Contact Director for sample and supplies.

PLAYDOUGH:

Parents alternate making fresh play dough to be brought in on two different days of the week. Play dough is needed each Monday morning and each Thursday morning, so coordination needs to take place. Fresh play dough can be dropped off prior to the expected day (if you don't happen to be in the Monday or Thursday class) and labeled "not to be opened until X).

September: Coordinate with Maintenance Board Member and other parents to decide how to schedule making of play dough and to obtain the recipe. You can opt to bring play dough every other week or have each of you bring it for one month at a time, whatever works for your team!

Monthly or Weekly: Bring play dough to school according to the schedule. If you cannot attend class on your scheduled day to bring play dough, please arrange for it to be dropped off by someone else or the other play dough parent to bring it.

Include the following colors: Red in September, Orange in October, Yellow in November, Red and Green in December, Blue in January, Pink and Red in February, Green in March, Yellow in April and Purple in May

Complete the Job Completion Form and return to Maintenance Board Member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Purchaser/Emergency Preparedness/Safety (2)
Reports to: Maintenance Board Member (*Emily Lowe*)

Work with the other Purchaser to maintain supply of kitchen, emergency supplies and miscellaneous supplies throughout the School. Know where items are kept and check on a regular basis to make sure we don't run out of basic items. Buy in quantity; we have about 200 families. Have sufficient back up of each item. May want to work together just before classes begin to get the school prepared; then divide up the other months (one month on; one month off).

Keep itemized receipts. Submit receipts with Reimbursement Form to Treasurer. Please make a copy of all Reimbursement Forms for Maintenance Board Member and file a second copy in the Purchaser's Binder located in the Art Room. If necessary, talk with treasurer for an advance for shopping.

September: Meet with the Maintenance Board member and Teacher Advisor to go over job responsibilities and review Purchasing Check List for Little Hands. At the beginning of the school year take inventory of all supplies, including emergency supplies and purchase as necessary. There are multiple places where emergency supplies are kept: 1) back kitchen cabinets; and, 2) ice chest and beige box located in bike shed in front patio area, Both have a list of what should be in them. Check fire extinguishers in ice chest. Replace items if not there or if shelf life has or is near expiring. Refill large blue water containers located in the back play area near large climber.

Perform safety check of all equipment; report any hazards to Maintenance Board Member. Check for heavy items stored in areas where they would fall during an earthquake.

Monthly: Check inventory of items. Also check "Purchaser Check List" in Kitchen (attached to clip board – hanging on wall) weekly for items needed. Check first aid kits, making sure all supplies are adequately stocked. Purchase as necessary. Once purchases have been made, sign the form and place in Purchaser's binder on counter. In addition, after delivering purchases to school, please restock open (unlocked) cabinets as well as locked cabinets. (Key to locked kitchen cabinets are in the Director's box in the art room.)

****Each Purchaser whether it is his or her scheduled month or not, should still check on his or her class day to make sure the open (unlocked) cabinets in the kitchen are stocked as well as paper towels available in the Art Room and Block Room.**

**** Check cleaning supplies both before and immediately after each Maintenance Day! In addition, check stock after a school event (e.g., Pancake Breakfast).**

Complete the Job Completion Form and return to Maintenance Board Member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Projects Committee

Reports to: Projects Board Member (*Christen Hanson*)

Under the direction of the Project Board Member, facilitates or performs improvements and repairs on the school site (indoors and outdoors) and equipment as needed. The Projects Board Member is responsible to ensure the timely completion of committed projects.

All Little Hands parents are capable of contributing on Projects Committee. Committee members, with Board Member and/or Director approval, may solicit, coordinate, and supervise third party vendor activities on site. Additionally, members may directly perform site repair, equipment repair, and safety-related projects. Committee members should have an aptitude for participation in project-based work, to include physical labor (for example, painting, sanding, toy repair).

Each committee member is required to attend the Project Orientation Day, as well as a number of Projects Days in the school year, to be determined at the orientation. Projects Days are generally held on Saturdays and last 3-4 hours. Or committee members may choose to spearhead a project from start to finish (e.g., sand and stain the play structures). Committee members are also asked to rotate as the "on call" fix-it person during the school year for any repair issues that come up and cannot wait until the next Project Day. This will also be coordinated at the projects orientation day.

Summer/September: All committee members attend a Project Day Orientation (details will be sent via email). Project Board Members will go over job responsibilities in detail, review the list of Little Hands projects, and provide schedule of Project Days. Committee members choose their Project Days and/or individual assignments.

Complete the Job Completion Form and return to Projects Board Member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Medical Forms Coordinator

Reports to: VP Registration 2 (*Lisa Amirkhan*)

Collect, track, and record medical and co-op forms submitted by registered families. Ensure receipt of all necessary forms. Follow up with families to solicit forms.

Skills: Prior experience at Little Hands and communication skills required. Must have Internet access and ideally have proficiency with database programs. E-mail access is required.

Timeframe: End of Summer and early Fall; November-Jan for 2nd Semester classes; and April-May for Summer Camp

Complete the Job Completion Form and return to VP Registration 2 Board Member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Summer School Registrar

Reports to: VP Registration 1 (*Anne Marie Nobrega*)

Manage the enrollment process for Summer School. Manage class placement via Little Hands online tools, notify families regarding placement, and ensure all enrollment forms have been received. Communicate via email with families that have questions or concerns.

Skills: Internet and email access are required as well as a comfort with databases and communication with potential students regarding placement.

Timeframe: Approximately February– July

Complete the Job Completion Form and return to VP Registration 1 Board Member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Alumni Database Manager
Reports to: VP Registration 2 (*Lisa Amirkhan*)

Assist with maintenance of Little Hands Alumni Database. Import data from last school year into database. Cross check new school year applications for returning families against alumni database directory to confirm priority registration/placement.

Help with any announcements/correspondence to alumni.

Skills: Must have Internet access and have some experience with database programs.

Timeframe: Periodically with emphasis in April– June

Complete the Job Completion Form and return to VP Registration 2 Board Member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Community Outreach Coordinator—Family Connections
Reports to: San Mateo Council Representative (*Tricia Mittra*)

Works with San Mateo Council Representative (board member) to assist with San Mateo Council business and/or as a liaison with Family Connections, a parent-participation nursery school in East Palo Alto for low-income families and Little Hands sister school. Typically LH organizes and hosts at least one event to support Family Connections. * In addition, assist with FC sponsored events, such as Author's Night or Rummage Sale, as needed. Although a general description follows, what has worked well in the past is to have the coordinator(s) manage their own event with minor guidance from the board member.

August: The San Mateo Council Representative will contact you to determine how to assist him/her during the school year. This may include attending meetings, assisting with publicizing the Council's Consultant Service, coordinating and participating in San Mateo Council-sponsored events and supporting sister-school Family Connections by hosting an event.

September: The Council Representative will contact you to discuss responsibilities. Determine how LH can assist FC that year and what specific event(s) would be of value to their families. THIS DECISION WILL DETERMINE THE NEXT SEVERAL MONTHS OF YOUR JOB. THE PAST 2 YEARS LH HAS HOSTED A PICNIC IN THE SPRING AT BURTON PARK INSTEAD OF THE OTHER ACTIVITIES. IF THIS IS DONE, THE PARK NEEDS TO BE RESERVED WELL IN ADVANCE.

EXAMPLES OF ACTIVITIES DONE IN PRIOR YEARS:

October: Contact Representative and begin to organize the Family Connection holiday project of the Giving Tree, if this is an activity desired that current year. If so, determine which is the best method of conveying to Little Hands families the items requested. Determine whether Giving Tree will be at Little Hands Talbot's Toy Night; if so, contact Talbot's Coordinator to arrange for tree and "ornaments" with children's names and requests to be at the event. Contact VP Liaison Board Member to determine deadline for announcement regarding the Giving Tree.

November: In late November, set up Giving Tree at Little Hands (or at Talbot's Night. Coordinate with FC regarding "ornament" tags. The tags should be straightforward and easy to read. Work with FC Rep, to make sure Little Hands obtains the right number of tags (don't want to have more than we can realistically handle).

December: If sponsoring this event coordinate and attend Family Connections Holiday Party.

February: Coordinate and attend Valentines Day party.

March & April: If determined a spring event will take place, Coordinate and attend Event.

Monthly: Stay in contact with San Mateo Council Representative and assist as needed.

Complete the Job Completion Form and return to San Mateo Council Representative.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.

JOB TITLE: Coordinator of In-Class Photo and Off-site Family Photo Shoots
Reports to: Secretary Board Members (*Jamie Kubota*)

Works with professional photographers (selected by the Board) and Secretary to set dates for class photos, family photos, and Spring Candid Photos to be taken.

August: Secretary Board Member will contact you to discuss job responsibilities. At this time, determine if dates for Class Photos and also Fall FAMILY Photo SHOOTS have been set. Notify Family Photo photographer of Ice Cream Social date so they can be there to promote themselves and take signups. After this date, sign-up sheet will be posted at school for parents to sign up for available time slots. Find out from photographer if they'd be willing to add time slots if all fill up.

September: Submit announcement to Class liaisons about class photos. Contact T-Shirt Committee to insure they are ready to fill all orders before class photo week.

September – November: Make sure school is informed through announcements that Fall Family Photos will be taken on XX date. Create Flyer promoting Fall Family Photographer and pass out to LH families. Work with Poster Maker to create a poster promoting the event.

January: Contact the professional photographer taking the Spring Candid photos to secure dates. Also contact photographer who did class photos to set up date(s) to take January class photo(s).

April: Inform families through announcements about Spring Candid Photos. Create flyer promoting Spring Candid Photos and pass out to LH families. Work with Poster Maker to create a poster promoting the event.

Complete the Job Completion Form and return to Secretary Board Member.

NOTE: Your "assigned job" for the year may not require the total 20 hours of work a parent is asked to complete. In such cases we thank you in advance for your flexibility when asked to complete your hours with another task.