

LITTLE HANDS - A PARENT/CHILD CENTER

Long Job Descriptions

2011-2012

Updated July 2, 2011

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: President's Assistant (1)
Reports to: Board President (Alice Zaiantz)

The President's Assistant's (PA) responsibilities include coordination of the All-School Meeting which will be held in January and may be combined with the Spice Speaker Event. The All-School Meeting coordination may include overseeing a small 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 PA also works with the Board 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 PA may be asked to assist with implementing any supplemental activities relating to the topic(s) discussed at the meeting.

If the All-School Meeting is not combined with the SPICE Speaker Event, then the PA and committee MAY be asked to assist with this additional event as well, which is off-site and shared with other schools.

August/September: The Board President will contact you to discuss the timing and format for the All-School Meeting (scheduled for January this year). Contact Facilities Board Member 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, determine if committee will be required and if necessary arrange with Jobs Board Member, 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 the Board President how and when the slide show will be incorporated into the meeting. Discuss with the Board President which one of you will request that a poster be made by Publicity. Follow up with him/her regarding making of poster for the meeting.

December/January: 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.

The PA will also coordinate participation of Little Hands in the San Carlos Hometown Days parade (held in May).

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.

January: Board President 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).

March: Determine deadline for website/ announcements about Hometown Days parade. Contact Publicity 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.

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

May: Contact the Projects Chair to help with the bench in the music room. It turns into a wagon and is used during the parade. Arrange to have it put together and 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 job completion form and collect them from any committee members as well. Return form to Board President for signature.

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JOB TITLE: Community and Business Development (1)
Reports to: Board President (Alice Zaiantz)

The Community and Business Development (CBA) is tasked to build relationships with:
1) local corporations employing potential families (i.e. Oracle and Electronic Arts) and
2) businesses with similar customer demographics but not in direct competition (i.e. My Gym or U-Me Place).

He/she will research and contact the human resources or marketing departments of these potential partners.

The goal of reaching out to local corporations is to position LH as a recommended family activity. Thoughts on how these relationships can grow include:

- Educate HR on the benefits of the LH program/community to their corporate culture.
- Suggest Lunch Bunch or Family Class for working parents. Maybe they can shuttle their employees to the school for Lunch Bunch?
- Long-term, if we can integrate LH into their community, it would create an opportunity for corporate donations.

The goal of reaching out to similar businesses is using cross-marketing to tap into each other's customer base.

- If U-Me holds a special LH only weekend play event, we could offer an U-Me only extension course at our school.
- Perhaps approach Belmont to host/coordinate family events. Example: Belmont's Toddler Halloween Party, hosted at LH.
- Suggest brainstorming with Media Relations (Publicity) and Mom's Group Reps (Publicity) for opportunities with local media and mom's group events.

July: The President will contact you to discuss ideas around relationship development in the community. CBA will begin to form a list of potential partners.

August: CBA will contact companies on the list, arranging for meetings if needed with the Director. Try to close relationships/exchange events for the fall.

September to October: Follow-up with potential partners and continue researching new ones.

November: Start process over trying to pitch programs for the spring.

Complete job completion form and return to Board President for signature

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JOB TITLE: LH Community Coordinator (1)
Reports to: Board President (Alice Zaiantz)

The Coordinator's responsibility primarily involves putting together posters with bios/photos of the various job committees/groups. The idea is to highlight our parents and how they help out the school as a means of strengthening our community. Posters will be placed in both spaces. Will work with the President on a calendar organizing the order we will highlight the jobs.

The Coordinator MAY be asked to assist in other projects supporting the LH parent community.

August: The President will contact you to discuss the calendar. Plan for putting up a Board poster at the start of school.

September: The Jobs board member will provide coordinator with list of jobs and parents assigned to them. Collect bio information at orientation

Throughout year: Create and post updated bios based on calendar.

Skills needed: Crafty and good with graphics. Can make time outside of class to put/take down new posters.

Complete job completion form and return to Board President for signature.

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JOB TITLE: Class Liaison (one per class, 8)
Reports to: VP Liaison (Julie Uyekubo)

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 to parents, collect various forms and monies (class photo, teacher's gifts, auction class basket (if done), 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 tentatively set for August 31, 2011 at Little Hands.

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 Thursday from the VP Liaison. These announcements are then to be sent no later than Friday 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: Discuss with teacher ways you can assist her during the orientation session. 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 (registrar@littlehands.org) 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. Use this list to communicate with your class as a whole.

Determine when your class is scheduled to do a Maintenance Day and confirm with Maintenance Chair Person 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.

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October and January: Assist teacher with upcoming 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. Promote the t-shirt contest.

End of September/ October (if fundraiser is in the Fall): Help distribute and sell raffle tickets for fundraiser/ auction. Class Liaison is responsible for coordinating (or getting a volunteer to coordinate) the assembly of the Class Basket for the Fundraiser/ Auction event (if baskets are done). The VP Liaison will assist with ideas.

January: Meeting with Class Liaisons to work on class bulletin boards.

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 (typically mid-year). Return form to VP Liaison Board Member for signature.

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JOB TITLE: Marketing Writer

Reports to: Publicity Board Member (Lucy Torres-Kelly)

Peak time: All year

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

- Work with Staff Advisor and Publicity Board Member to support key marketing messages through copy writing
- Help maintain a consistent voice for Little Hands materials
- Create copy for new materials and updates content for existing materials
- Manage Assistant Marketing Writer
- Complete job completion form and return to Publicity Board Member for signature

Skills needed: Has experience writing and editing in a marketing/publicity capacity. Good grammar and proofreading skills.

Timeline:

June

- Create detailed descriptions for each class, adding selling points for baby, toddler, young 3's and family class

July

- Work with Board member and Graphic Designer to update Handbook, including new photo policy.

August

- Go over website and edit/add copy as needed.

September

- Work with Director to create pitch sheets for potential articles that would highlight Little Hands to place in parenting and local publications.
- Work with Ways and Means to write copy for fundraiser.

October

- Work with Webmaster to promote Nov. Open House and January class registration.

November-December

- Write copy as needed.

January

- Work with Webmaster to promote Jan/Feb Open House and Summer and Fall class registration.

February

- Go over website and edit/add copy as needed.

March- May

- Write copy as needed.

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JOB TITLE: Proofreader / Asst. Marketing Writer

Reports to: Marketing Writer or Publicity Board Member (Lucy Torres-Kelly)

Peak time: All year

The Proofreader supports the Marketing Writer with proofreading all internal and external copy and suggesting edits as necessary. Director will also proofread and do final sign-off.

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

Skills needed: Writing and editing in a marketing/publicity capacity. Good grammar and proofreading skills.

Timeline:

June

- Work with Marketing Writer to create detailed descriptions for each class, adding selling points for baby, toddler, young 3's and family class

July

- Work with Marketing Writer to proofread Handbook.

August

- Proofread website/marketing and other school materials as needed.

September

- Proofread website/marketing and other school materials as needed.
- Help to proofread materials for upcoming Fundraiser

October

- Proofread Marketing Writer's work on website.

November- December

- Proofread website/marketing and other school materials as needed.

January-February

- Proofread Marketing Writer's work on website.

March-May

- Proofread website/marketing and other school materials as needed.

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JOB TITLE: Graphics Chair

Reports to: Publicity Board Member (Lucy Torres-Kelly)

Peak time: All year

The Graphic Designer/Chair is responsible for overseeing the creation, printing and archiving of Little Hands marketing collateral, including the handbook, postcards and the needs of other school events.

- He/she will work with the Publicity board member to develop a brand look.
- The Graphics Chair will manage the Graphic Design Assistant(s).
- Complete job completion form and return to Publicity Board Member for signature

Skills needed: Previous experience in print design with Adobe Creative Suite is necessary, along with the flexibility for quick turnaround.

Timeline:

June

- Work with Publicity board member to develop a brand look.

July

- Work with Marketing Writer to update Handbook.

August

- Help to integrate the brand look into use around the school: work with Facilities to design signs, with Merchandise Chair to design t-shirts, etc.
- Graphic design for marketing and other school materials as needed.

September

- Graphic design for marketing and other school materials as needed.
- Help to design materials for upcoming Fundraiser

October

- Work with Webmaster to determine any need for new graphic elements.

November- December

- Graphic design for marketing and other school materials as needed.

January

- Work with Webmaster to determine any need for new graphic elements.

February-May

- Graphic design for marketing and other school materials as needed.

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JOB TITLE: Asst. Graphic Designer (1)

Reports to: Publicity Board Member: (Lucy Torres-Kelly)

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 for signature

Skills needed: Previous experience in print design with Adobe Creative Suite is necessary, along with the flexibility for quick turnaround.

Timeline:

June

- Work with Graphics Chair to develop a brand look.

July

- Work with Graphics Chair to update Handbook.

August

- Help to integrate brand look into use around the school: work with Facilities to design signs, with Merchandise Chair to design t-shirts, etc.
- Graphic design for marketing and other school materials as needed.

September

- Graphic design for marketing and other school materials as needed.
- Help to design materials for upcoming Fundraiser

October-May

- Graphic design for marketing and other school materials as needed.

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JOB TITLE: Webmaster

Reports to: Publicity Board Member: (Lucy Torres-Kelly)

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 computer savvy and available for quick turnaround, able to make necessary changes at least within 48 hours
- Works with developer/host to make the most of internet & intranet functionality
- Manages Assistant Webmaster
- Complete Job Completion Form and return to Publicity Board Member for signature

Skills needed: Graphic Design Web, HTML

Timeline:

June

- Refresh website for Fall enrollment push.
- Define methods for other school members to request information posted on the website. A form with all required information might streamline the process.
- Update website regularly.

July

- Delete groups from summer classes and set up new groups.
- Update website regularly.

August

- Post updated handbook online.
- Work with Graphic designers to integrate brand look into website.
- Update website regularly.

September

- Work with Registration to insure proper functioning of all aspects of site.
- Update website regularly.

October

- Prepare website for January registration.
- Update website regularly.

November-January

- Update website regularly.

February

- Add info on new classes for Summer and Fall Registration
- Update website regularly.

March- May

- Update website regularly.

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

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.

- Makes updates to the Yelp and Facebook accounts.
- Complete Job Completion Form and return to Publicity Board Member for signature.

Skills needed: Graphic Design Web, HTML

Timeline:

June

- Work with Webmaster to refresh website for Fall enrollment push.
- Update website regularly.

July

- Work with Webmaster to delete groups from summer classes and set up new groups.
- Update website regularly.

August

- Update website regularly.

September

- Work with Webmaster and Registration to insure proper functioning of all aspects of site.
- Update website regularly.

October

- Work with Webmaster to prepare website for January registration.
- Update website regularly.

November- January

- Update website regularly.

February

- Work with Webmaster to update info on new classes for Summer and Fall Registration
- Update website regularly.

March-May

- Update website regularly.

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JOB TITLE: Media Relations Team (3)

Reports to: Publicity Board Member (Lucy Torres-Kelly)

This team will be responsible for working together to support the Publicity Board member in the following roles:

- 1. PR / Event Coordination (see description below)**
- 2. Banner / Marketing Box Coordination (see description below)**
- 3. Media Relations (see description below)**
- 4. Mother's Group Rep (see description below)**
- 5. Playgroup Coordination/ Social Networking (see description below)**

Job: PR / Event Coordination

Reports to: Publicity Board Member (Lucy Torres-Kelly)

Peak time: All year

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 for signature

Skills Needed: Publicity/Marketing

Timeline:

June

- Begin planning/promoting late-summer Open House in conjunction with Registration board member. This may include posting postcards, making a Little Hands web posting and working with Mother's group coordinator to post on websites.

July

- Investigate options for promoting the school.
- Work with Board Member to promote school as needed.

August

- Work with Playgroup Coordinator to promote playgroups and open house.

September

- Research preschool events and expos to confirm dates and cost.
- Register for Preschool to Prep at Hillsdale Mall (ask Pat to call Mike for special rate).

October

- Plan and staff Preschool to Prep at Hillsdale Mall.
- Register for Parent's Place Preschool night.

November

- Check stock of balloons and materials for upcoming events, reorder if necessary.
- Plan and staff Parent's Place Preschool night.
- Work with Playgroup Coordinator to promote playgroups and open house.

December

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.

- Prepare for Preschool nights.

January

- Plan and staff Preschool to Prep at Hillsdale Mall
- Plan and staff SCBMC, RWC, Burlingame Mothers' Club preschool events.

February

- Plan and staff PAMP preschool event.
- Work with Playgroup Coordinator and Registrar to promote open house.

March- April

- Work with Board Member to promote school as needed.

May

- Help promote/sell yearbook.
- Work with Board Member to promote school as needed.

JOB: Banner / Marketing Box Coordination

Reports to: Publicity Board Member (Lucy Torres-Kelly)

Peak time: All year

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

Timeline:

June

- Research rates and application methods for hanging banner in local towns.
- Develop strategic plan for hanging banner at critical times such as registration and share with Board member.

July

- Complete applications and hang banner as determined.

August

- Hang banner to promote Open House and Registration.
- Complete applications and hang banner as determined.

September-October

- Complete applications and hang banner as determined.

November

- Hang banner to promote Open House and Registration.
- Complete applications and hang banner as determined.

December

- Complete applications and hang banner as determined.

January

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.

- Hang banner to promote Open House and Registration.
- Complete applications and hang banner as determined.

February

- Complete applications and hang banner as determined.

March

- Hang banner to promote Registration.
- Complete applications and hang banner as determined.

April- May

- Complete applications and hang banner as determined.

JOB: Media Relations

Reports to: Publicity Board Member (Lucy Torres-Kelly)

Peak time: All year

Media Relations is responsible for pitching stories and speaking engagements to local publications and mother's groups.

- Will work with the Mom's Group Reps regarding those opportunities.
- Additionally, advertising opportunities are to be researched.
- Attend PR events as needed
- Complete the Job Completion Form and return to Publicity Board Member for signature.

Skills needed: PR/Advertising

Timeline:

June-July

- Research and identify advertising/exposure/cross-marketing opportunities for the year.

August

- Research and identify advertising/exposure/cross-marketing opportunities for the year.
- Gather rate sheets and editorial calendars of top publications/resources.

September-May

- Work with Director to develop story ideas or write articles for local publications.
- Staff events as needed.

JOB TITLE: Mother's Group Rep (Burlingame, San Mateo, Foster City, San Carlos-Belmont, Redwood City)

Reports to: Publicity Board Member (Lucy Torres-Kelly)

Peak time: All year

This is a side job that shouldn't take 20 hours as these parents routinely review the mother's group discussion boards. Maybe 4 hours throughout the year? Tasks include responding to posts regarding LH or mom's looking for schools and posting Open House/Playdate info. Will work with Director regarding LH event promotions and provide mother's group info to Media Relations as needed (i.e. ad rates, events, etc.). I suggest we find 2 moms for each local group to make sure nothing falls under the radar and also so we don't look like we are "spamming" (2 voices vs. 1). These parents could come from w/l the Publicity team and then

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recruit others if not all MGs are covered.

Complete the Job Completion Form and return to Publicity Board Member for signature.

Skills needed: Active member of mother's group

Timeline:

June

- Work with Playgroup Coordinator to set up late-summer playgroups
- Work with Publicity Coordinator to begin promoting late-summer Open House in conjunction with Registration board member.

July

- Coordinate postings to local Mothers' Club websites promoting school.

August

- Work with Playgroup Coordinator to staff playgroups.

September

- Work with Publicity Coordinator to research preschool events.
- Coordinate postings to local Mothers' Club websites promoting school.

October

- Attend events as needed.

November

- Work with Playgroup and Publicity Coordinator to promote playgroups and Open House.

December

- Prepare for Preschool nights; plan and staff booth.

January

- SCBMC, Burlingame Mothers' Club, RWCMC Preschool events.
- Coordinate postings to local Mothers' Club websites promoting Open House.

February

- PAMP Preschool Night

March

- Staff events as needed.

April

- Coordinate postings to local Mothers' Club websites promoting school.

May

- Staff events as needed.

JOB TITLE: Playgroup Coordination/Social Networking

Reports to: Publicity Board Member (Lucy Torres-Kelly)

Peak time: July, All year

Arranges for class playgroup reps (from upcoming Fall enrollment) to begin holding summer play dates after summer session ends (mid-July). The goal is to get new classmates acquainted and to keep LH in the public eye. They will produce and provide a flag to each playgroup rep for use outdoors, so that the group can locate him/her. Playgroup rep brings flag every week or passes to weekly host.

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Additionally, this parent will be active on behalf of our social networking. He/she will be provided new parents' email addresses throughout the year and will invite them to "Like" our LH Facebook page and write Yelp reviews.

The coordinator will be asked to help on other Publicity initiatives as needed. Complete the Job Completion Form and return to Publicity Board Member for signature.

Skills needed: Savvy social networker

Timeline:

June-July

- Work with Mother's Club Coordinator to set-up and promote late-summer playgroups.
- Produce flags for each group.
- Begin posting regularly to Facebook to promote the school.

August

- Staff park playgroups.

September

- Promote school through social media.

October

- Staff events as necessary.
- Promote school through social media.

November

- Work with Mother's Club Coordinator to plan and promote playgroups.

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- Staff playgroups.

December

- Staff events as necessary.
- Promote school through social media.

January

- SCBMC, RWCMC, Burlingame Mothers' Club preschool nights.
- Staff events as necessary.
- Promote school through social media.

February

- PAMP Preschool event.
- Staff events as necessary.
- Promote school through social media.

March-April

- Staff events as necessary.
- Promote school through social media.

May

- Make final push to have entire school write review on Yelp and participate in other social media as determined over the course of the year.

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JOB TITLE: Photography Coordinator**Reports to: Publicity Board Member: (Lucy Torres-Kelly)**

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 compiling a slideshow and paperwork or creation of a photobook at the end of the year.
- Work with Publicity and Ways and Means board members to understand what kind of fundraising the school wishes to do with photos/yearbook.
- Complete Job Completion Form and return to Publicity Board Member

Skills needed: Publicity/Marketing, Photography. Very organized to keep on top of archiving the photos. Previous experience with a Shutterfly account is a plus.

Timeline:**June**

- Continue to sell previous year's yearbook/pictures using ShutterflyPro account.
- Solicit photos from Summer families and begin to compile summer photobook.

July

- Continue work on summer photobook, open gallery to Summer families to purchase pictures.
- Compile email addresses of Summer families (in conjunction with webmaster) and promote sales of summer photobook.

August

- Sell/distribute summer photobook.
- Work with Board member and photographers to design photography schedule for the year, based on school calendar.
- Work with Board member to define new photo policy and implement.

September

- Clean server. Keep a single folder of previous year's photos (25-50) for web use, discard the rest.
- Begin to compile photos of current students—solicit photos from families in announcements.

October

- Manage photographers and organize photos on server.
- Begin to sort through photos and upload the best to ShutterflyPro for sale and use in Yearbook.
- Provide photos to Fundraiser committee member in charge of all school slide show.

November

- Manage photographers and organize photos on server.
- Sort through photos and upload the best to ShutterflyPro for sale and use in Yearbook.

December

- Manage photographers and organize photos on server.

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.

- Sort through photos and upload the best to ShutterflyPro for sale and use in Yearbook.

January

- Manage photographers and organize photos on server.
- Begin to create Yearbook.

February- March

- Manage photographers and organize photos on server.
- Continue work on Yearbook.
- Organize process for taking Yearbook orders and publicizing to the Little Hands families. Perhaps discuss with the Ways and Means board member.

April

- Manage photographers and organize photos on server.
- Promote sales of Yearbook as you continue work.

May

- Sell Yearbook with help from Publicity Coordinator. Order a copy and deliver to Director for Little Hands and publicity use.

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 (2)
Reports to: Photography Coordinator
Peak time: All year

The Photographers are responsible for:

- Taking pictures at events and classes
- Printing out hardcopy prints and making collage posters showcasing the events. Check at school for poster supplies before purchasing anything. Most likely you will find what you need.
- Uploading pictures to Little Hands FTP.
- Working with the Photography Coordinator to create a Little Hands yearbook.
- Complete the Job Completion Form and return to Publicity Board Member for signature.

Timeline:

Skills: Must have photography experience, making sure to capture photos that are primarily journalistic/candid, as well as some that are posed.

Fall: August/ September: Attend meeting with Photography Coordinator and other Photographer(s) to discuss 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).
- Poster-making duties (each photographer can make posters of the events s/he photographs or one photographer can be the poster maker for all the events).
- How to approach developing the yearbook, which may affect the types of photos taken.

September: Work with Teachers to get pictures of all children.

Throughout year: Take photos/upload photos/create collages according to schedule. Cover classes and school events such as the Ice Cream Social, Fundraiser, etc.

March: Begin assisting Photography Coordinator with working on the yearbook.

May: Help promote and sell Yearbook

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: Halloween Party Chair
Reports to: Board President (Alice Zaiantz)

The chair will be responsible for overseeing a committee to put on the event to be held at Little Hands. Tasks to include: publicizing the event, decorations, refreshments, photos and activities for children. The chair will meet with the Board President and/or Director in late July/early August, and begin work with the committee in August. Must be available from August through October and be present at the event. There is a binder in the Art Room with a description of prior events.

August: Board President will contact you to provide the event binder 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 all-school solicitations committee as to your needs so that they can get donation letters sent out. Contact Publicity to have posters publicizing the event made and put up at school at the beginning of October.

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 and thanking committee members. Write summary of the event with specifics along with a timeline. Place in event binder and return to Board President 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 Board President for signature.

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: Board President (Alice Zaiantz)

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 Board Member will contact you to determine the date for the Pancake Breakfast. Make sure the Board President has confirmed with Facilities Board Member 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 Publicity to inform him/her that you will need a poster for the event in January. Follow up to make sure poster gets done.
- Put up a sign-up sheet in both classrooms to get an idea of numbers of families attending for planning food quantities.

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. Write summary and thank you to committee members for announcements. Summarize event, update shopping lists, and update timeline; return to Board President 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 Board President for signature.

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: Board President (Alice Zaiantz)

Plans All-School Picnic typically held in May at Twin Pines Park.

August: Board President 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 Board President (determine budget, if any, for event). Discuss whether legacy tiles will be done and whether any food will be provided. If so, coordinate with all-school solicitations committee to obtain any donations. Families typically bring a picnic lunch.

March: Meet with Committee members to discuss event and allocate job responsibilities. Contact Publicity 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. Write a summary and thank you to committee members for the announcements. Summarize event and update timeline; return to Board President 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 Board President for signature.

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: VP Liaison (Julie Uyekubo)

Little Hands merchandise, including t-shirts, sweatshirts, hats, mugs and other items are sold at the various social events during the school year (examples: New Family Orientation, Ice Cream Social, All School Meeting, Pancake Breakfast, All School Picnic). The Merchandise Sales Chair is responsible (along with members of your committee) for taking inventory, ordering merchandise, filling orders placed individually by Little Hands families and selling Little Hands merchandise at the various events. 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:

- VP Liaison 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, 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 Publicity 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 VP Liaison for signature.

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 (2)

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 Merchandise 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 VP Liaison for signature.

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: Event Coordinators or Board President (Alice Zaiantz)

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 –mid-late May (if it takes place)

Typical activities include:

- Planning event themes, decorations, food, entertainment
- Coordinating with all-school solicitations committee for obtaining possible donations of 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 Board President for signature.

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 (September) by completing mail merge and 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.
- Update Clubmatic with job assignments for each current family.
- Help Jobs Board member with mid year reminders, and mail merge of Job status letters to distribute to all families.

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.
- Manage the Jobs Needed postings, update each week or as needed to provide additional opportunities for families to work towards completing their hours.
- Help to track job completion forms and communicate with Treasurer to initiate reimbursement for eligible families.

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

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 Chair

Reports to: Ways and Means Board Member (TBD)

Auction Chair: The Auction Chair (or co-chair) is/are responsible for all aspects of fundraising for the event, including supervising a committee (approx 20 people) which will assist the Ways and Means Board Member(s) with determining the location of the event, theme of the event, and hiring an auctioneer (these things should be done at least 4 months prior to the event). The Auction Chair(s) must have a good working knowledge of the Greater Giving database. The chair(s) is also responsible for preparing a final report for the Ways and Means Board Member(s) regarding proceeds and participation at the event. Work on the event usually begins 3-4 months prior to the event, with key members of the committee beginning their jobs early as well.

Working with the Auction Chair will be the Ways and Means Event Committee and together they are responsible for the following:

- **Graphics:** Work with Publicity and the Graphic Design team to create Invite/"Save the Date" design (logo, layout, etc.), invitation printing and mailing, posters/fliers design and printing, program/catalog design and printing (knowledge of the Greater Giving database is important for this task), and supporting other teams with graphics needs (banners, posters, etc.).
- **Venue:** Coordination with venue, decorations, coordinate slide show for the auction with photography coordinator, rentals such as linens, etc. (if applicable), food, beverages (alcoholic and non-alcoholic), layout of venue, coordinate mini-blackjack tournament (or other activities depending on what is decided), hire DJ, and set-up and take down of decorations on the day of the event.
- **Auction:** Oversee live auction, silent auction, and raffle, coordinate with All-School Solicitation Committee to organize auction items and categorize (live, silent, raffle), package items in Greater Giving database and physically into baskets for the night of the event, coordinate class baskets (if done), raffle tickets sales in class, coordinate with the auctioneer, design auction baskets, manage signage/packets/Auction Description Cards/bid sheets and pens for all auction items, setting up and take down of the auction at the event (live, silent, raffle), and following up on outstanding auction items and issues.
- **Finance:** Work with the Auction/Finance Co-Chair to manage incoming RSVP's and input them into Greater Giving database, check-in/check-out on night of auction, ticket count/payments, and credit card payments (through credit card machine or Greater Giving card readers).

Late Spring/Early Summer: Pre-event planning, including determining and reserving the location of the event, choose the theme of the event, and hiring an auctioneer.

August (if Fall Auction); October (if Spring Auction): □ Parents on the Ways and Means Fall Auction Committee will be contacted by the Ways and Means Board member and/or the Auction 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.

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.

September/October: Host initial meeting with entire committee (usually first week of school).
Work on tasks for auction.

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

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

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 Member (TBD)

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 Auction (held in the Fall or Spring). This committee will be divided into teams that will support the Auction and other Fundraising Chairs. The Auction Chair(s) will work together with the 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: 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 selected tasks for fundraising event.

November or March (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 selected tasks for fundraising event(s).

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

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 Little Hands Board of Directors and communicated by the Ways and Means Board member(s).

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 Solicitations Committee
Reports to: Ways and Means Board Member (TBD)

This committee will work for all school donations. In an effort to streamline solicitations, this team will be responsible for a variety of solicitations to support various events throughout the school year.

- Work with the Board President, Director and the Ways and Means Board Member to determine the specific needs for the years' events.
- Send out solicitation letters to previous donors.
- Actively grow solicitation leads and new donors (sales background is preferred).
- Manage Greater Giving database to enter all solicitations.
- Follow up and collect items.
- Send thank you letters to sponsors and donors after each event.

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
(TBD and Amanda Boston)**

- Oversees all incoming RSVPs into Greater Giving Online Program Software on a daily or several times a week basis
- Oversees all ticket sales during event - drinks, bids, food, games, etc and makes sure they are logged into Greater Giving Software during event.
- Responsible for training committee for day of event check in and check out. Requires coordination with Ways and Means and Event Chair.
- Once "packages" are created by auction committee, safe keep all gift certificates prior, during and after event to be sure they get to the winning bidder.
- Follow up after event - sending out any unclaimed packages and certificates.
- After event be sure to get Board and Treasurer final numbers and reports on the finances of the event income.
- Must be extremely organized and able to attend several committee meetings to coordinate event and volunteers.
- Must be able to attend event and be there to set up several hours prior to event.
- After the event work with Board Members and Staff to upload event credit card info from terminals to the Greater Giving Software offline.
- This is a great job, but takes a lot of time all at once - but then you are done for the year.

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

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 and Great Lakes Coordinator
Reports to: Ways and Means Board Member (TBD)

Help promote subscription of eScrip/Great Lakes scrip.

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

September: Have procedure ready for September Orientations. Discuss with Ways and Means Board Member methods for increasing eScrip/Great Lakes 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/Great Lakes as needed. Run Monthly reports from eScrip/Great Lakes website and email to Ways and Means Board Members.

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

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 Member (TBD)**

The Talbot's Toy Night Coordinator organizes Little Hands participation at Talbots Night (a fun social event for Little Hands parents at a toy store in San Mateo.) Parents can do holiday shopping and enjoy food and drinks with their adult friends and family members. A portion of the proceeds from that night goes to Little Hands. The Coordinator is responsible for the event, including coordinating with Talbot's staff, publicity for the event, refreshments, organizing a raffle, and raffle ticket sales (if done).

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.
- Contact Director to get "teacher's list of suggested toys and books". This should be emailed out to classes and alumni prior to event and also available on-site the night of the 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 all-school Solicitations Committee.
- 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 Board President/Director. Write up a summary and Thank You to committee members for announcements. Write up summary for next years' coordinator. Follow-up with photographers to make sure posters are hung ASAP (before holiday break!)
- Complete the Job Completion Form and return to Board President/Director for signature.

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 Chair

Reports to: Facilities Board Member (Michelle Mahoney)

The Projects Chairperson is responsible for maintaining the overall safety and condition of the school property (indoors and outdoors). This includes coordinating projects days (and on-call duty) for committee members. This may include overseeing the maintenance and repair of kitchen appliances and plumbing, outdoor play structures, toys, and other school property, such as fences, doors, sandbox, furniture, etc. The majority of repair and maintenance work is done on Project Days four - five times a year (the first of which is in August). However, some things cannot wait for the scheduled projects days so committee members take turns to be on-call for a month.

Project Schedule

8:30AM – 2:30PM

1. August 20, 2011
2. November 5, 2011
3. January 28, 2012
4. March 17, 2012
5. June 2, 2011

Complete the Job Completion Form and return to Facilities Board Member for signature.

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 Chairperson

Under the direction of the Projects Chairperson, facilitates or performs improvements and repairs on the school site (indoors and outdoors) and equipment as needed. The Projects Chairperson along with team members 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, sewing). 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 Chairperson 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.

Project Schedule
8:30AM – 2:30PM

1. August 20, 2011
2. November 5, 2011
3. January 28, 2012
4. March 17, 2012
5. June 2, 2011

Complete the Job Completion Form and return to Facilities Board Member for signature.

Good to have summer and/or weekend availability for this job.

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 Chair

Reports to: Facilities Board Member (Michelle Mahoney)

The Maintenance Chair is responsible for coordinating activities related to cleaning the school. This may include setting up the schedule for and supervision of Maintenance Assistants, Towel Washers and Plant Maintenance Assistant. The Maintenance Chair would also work with the Facilities Board Member to schedule annual cleanings of floors/rugs.

Complete the Job Completion Form and return to Facilities Board Member for signature.

Maintenance Day Schedule:

8:00 AM – 11:30 AM

1. August 27, 2011
2. October 15, 2011
3. November 19, 2011
4. January 7, 2012
5. February 11, 2012
6. March 24, 2012
7. April 28, 2012
8. June 2, 2012

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 Chairperson

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 27st, 7:30am – 11:30am) with the Maintenance Chairperson and the Facilities 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 Chairperson 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.

Maintenance Day Schedule:
8:00 AM – 11:30 AM

1. August 27, 2011
2. October 15, 2011
3. November 19, 2011
4. January 7, 2012
5. February 11, 2012
6. March 24, 2012
7. April 28, 2012
8. June 2, 2012

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 2 times per year.

Rugs Steam Cleaned - we will need people to help move items/furniture.

Week of August 29, 2011

Week of February 20, 2012

Complete the Job Completion Form and return to Facilities Board Member for signature.

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: Facilities Board Member (Michelle Mahoney)

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 the drip irrigation system that waters all hanging baskets, potted plants, and plants in ground in the alley.

July/August:

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

Monthly:

- Coordinate with the Facilities 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 Facilities 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 irrigation system regularly and report all irregularities, problems, etc. to the Facilities Board Member.

Complete the Job Completion Form and return to Facilities Board Member for signature.

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: Facilities Board Member (Michelle Mahoney)

Note: Typically there will be three parents in various classes washing towels for the school each week. Schedule will be set up as a rotation of sixteen weeks per person or possibly more if necessary to keep up with the towels.

Before school starts: As required, meet with Facilities 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 folded and 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. Clean towels should be folded and put in the cupboard near the children's sink (note labeling on shelves).

Make sure a blue laundry 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

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 ensuring 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 sixteen weeks, exclusive of class holidays. Holidays will be indicated on the towel washing schedule provided to you by the Maintenance Chair.

Complete the Job Completion Form and return to Facilities Board Member for signature.

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/Playdough Maker* (4)
Reports to: Director (Teacher Pat Meyer)

*This year you MAY only be making playdough, 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 name tags. Use of pinking shears or similar is recommended. See sample name tag. Name tags should be ready for the first orientation night class. Orientations are scheduled this year on Sept. 6 and 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 playdough to be brought in on two different days of the week. Playdough is needed each Monday morning and each Thursday morning, so coordination needs to take place. Fresh playdough 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 Director 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 Director for signature.

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JOB TITLE: Purchaser/Emergency Preparedness/Safety (2)
Reports to: Director (Teacher Pat Meyer)

Work with the other Purchaser to maintain supply of kitchen, emergency supplies and miscellaneous supplies throughout the School. **NOTE:** Work with Director at beginning of the year to determine how to be more green (buy and use less paper products!) 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 Director 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 Director 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 in August and February.

Perform safety check of all equipment; report any hazards to Director and Facilities 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 every school event (e.g., Ice Cream Social, Pancake Breakfast).

Complete the Job Completion Form and return to Director.

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 (1)

Reports to: VP Registration (*Angela Nuttman*)

Collect, track, and record medical and co-op forms submitted by registered families. Ensure receipt of all necessary forms. Follow up with families to obtain required 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 Board Member for signature.

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 (Angela Nuttman)

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 Board Member for signature.

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 (Angela Nuttman)

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.

Coordinate with VP Liaison to 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 Board Member for signature.

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: Open House Coordinator

Reports to: VP Registration (*Angela Nuttman*)

The open house coordinator helps prepare for and attends the 3 yearly open houses at Little Hands. The late Summer open house (usually in August), the late Fall Open House (Early November), and the Spring open house (in February).

- Coordinate publicity drive with Publicity Board Member.
- Coordinates board member/staff attendance at the open houses and sends out reminders to those that have signed up.
- Makes sure that balloons, snacks, drinks, and marketing materials are available at the open houses. Purchases the necessary supplies prior to the open houses. Helps set up and clean up on open house days.
- Keeps track of people attending open houses by managing sign-in sheets, and follows up with those that attended after the open houses.

Skills/Requirements: Communication skills and knowledge about Little Hands is essential. Must be available on weekends as this is usually when open houses are held

Timeframe: August-March

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

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 (2)
Reports to: San Mateo Council Representative (*Tovis Page*)

The Community Outreach Coordinator(s) work with the LH Representative to the San Mateo Council of Parent Participation Nursery Schools (also a LH board member) to assist with San Mateo Council business and to serve as liaisons with Family Connections. Family Connections (FC) is a parent-participation nursery school for low-income families and Little Hands sister school with sites in East Palo Alto, Menlo Park and Redwood City. With the help of the Outreach Coordinators, LH typically organizes and hosts at least one event per year to support Family Connections. In the past we have held Holiday and Valentines Day parties, but more recently we have done a winter holiday “Giving Tree” and a spring picnic at Burton Park. While organizing and publicizing these events is the bulk of their job, the Coordinators might also be asked to assist with FC and/or San Mateo Council events as needed.

Although a general description and timeline follow, what has worked well in the past is to have the Coordinator(s) manage their own event(s) with minor guidance from the Council Representative board member.

August/September: After determining how LH will assist FC and which event(s) it will sponsor this year, the LH Council Representative will contact you to discuss plans and go over your responsibilities. If it can be arranged, this might include a trip to one of the FC sites to meet with the FC Representative and discuss event dates.

October: Contact FC Representative and begin to organize the holiday project of the Giving Tree for FC families, if this is one of the chosen events for the year. Determine the best method of conveying to Little Hands families the items requested by FC children. If the Giving Tree will be at Talbot’s Toy Night, contact Talbot’s Coordinator to make arrangements for the tree. Contact VP Liaison Board Member to determine deadline for announcements regarding the Giving Tree. Begin thinking about what kind of ornaments and tags you want to have on the tree.

November: Coordinate with FC regarding ornament tags—make sure you obtain the right number of tags, as we don’t want to have more than we can realistically handle. When you make the ornaments, make sure the tags are straightforward and easy to read. In late November, set up the Giving Tree at the selected site (Talbot’s or LH)

December: Deliver Giving Tree gifts to FC. Write a brief review of the Giving Tree project for future Outreach Coordinators (what worked, what didn’t, suggestions for future, etc.)

January: If sponsoring a spring picnic, begin preliminary planning. In consultation with the LH and FC Representatives, select date and location for picnic if this has not yet been done. (In the past, the picnic has been held in April. If choosing Burton Park as location, find out whether reservations are necessary.)

February: May be asked to assist with Consultant Night, hosted by the San Mateo Council.

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.

For picnic: Coordinate with the all-school solicitation committee to help solicit donations from local businesses.

March: Planning for picnic should be in full swing, including recruiting volunteers to work the picnic; securing donations; planning activities, food, and transportation; and publicizing event.

April: Host picnic. Type up notes afterward for future reference (number of volunteers and participants, budget, what worked and didn't, suggestions, etc.).

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

When you have completed your job, fill out Job Completion Form and return it to San Mateo Council Representative Board Member for signature.

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 Member (Annie Eaton)

Works with professional photographers (selected by the Board) and Secretary to set dates for class photos (typically in early October by Dorothy Meyer), family photos, and Spring 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. May want to send out info to alumni as well.

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 Publicity to create a poster promoting the event.

January: Contact the professional photographer taking the Spring 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 Photos. Create flyer promoting Spring Photos and pass out to LH families. Work with Publicity to create a poster promoting the event.

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

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.