



Job Descriptions

2021-2022

Updated February 28, 2021

Each year is different, so jobs/tasks are subject to change. Your flexibility and cooperation are appreciated in helping to complete this school year's needs.

Each Little Hands family is responsible for completing a job, which will take approximately 12-18 hours over the course of the school year. If you enroll in January or later your job will take approximately half as much time to complete.

Some job assignments have a larger scope and may require more hours.

If you need assistance finding additional job hours, please contact jobs@littlehands.org.

Job Title: **Director Assistant**
No. Assigned: 3-4
Reports To: *Director*

Note: This job starts during summer before school begins.

Work with the Director in a variety of capacities. This job may involve ordering, organizing, scheduling, making phone calls, picking up materials, providing support before, during or after events, researching materials, businesses or other concepts we may wish to pursue. The Director Assistant will help with a variety of tasks to promote a sense of community within Little Hands and to help keep the program organized and efficient. This will include the following ongoing monthly projects throughout the school year, which will be divided between at least two Director Assistants:

- Birthday Bulletin Boards in both classrooms: prior to month's end you will receive children's photos from the VP Registration. Decorate each birthday board based on the theme of the month with the children's photos.
- Events Bulletin Boards in both classrooms, if needed
- Update and post posters for upcoming Little Hands Events and Parenting Together monthly events. These posters will also need to be posted in key locations throughout the school to optimize community participation.
- Parent and Children's Library: categorize new books and re-shelf returned parenting books and circulated children's books. Check for books that need repair or replacement.

August: The Director will contact you to discuss the calendar and plans for bulletin boards. Cut cloth name tags for Orientation if needed (use of pinky shears is recommended and a sample name tag will be provided). Help copy and assemble packets for Orientation. Help create and laminate signs in preparation for the school year (i.e. emergency route, station signs).

September: Go through all unshelved children's books in both classrooms to make sure they all have genre labels on them (colored stickers on the spine). Categorize any new books by adding the corresponding color tag on the spine with a piece of tape over it for longevity.

Before April: Prep beanbags for the end-of-year gifts for children aging-out of program. This involves simple sewing.

May: Do an end-of-year book inventory by gathering all the books from all classrooms, checking for damage, organizing by genre, make sure they are labeled, and let the Director know of any that may need to be replaced.

Job Title: **Business Development Team Member**

No. Assigned: 4

Reports To: *Business Development Board Member*

Work with the Business Development Board member to build relationships with and support from local businesses, businesses of Little Hands family members, and businesses with similar customer demographics to Little Hands, but not in direct competition with our school (e.g., My Gym, Music Together, etc...).

Areas of potential growth for the Business Development Team include:

- Find sponsors to support Little Hands (see sponsorship plea; work with Donations)
- Find businesses that would benefit from advertising with Little Hands
- Find businesses, clubs and groups with whom Little Hands should advertise
- Work with HR departments in local corporations (Oracle, EA, etc...) to find out how Little Hands can be "present" to their parenting communities
- Educate human resources on the benefits of the Little Hands program/community to their corporate culture.
- Build the Little Hands name and experience as a recommended local family activity
- Partner with other child-based businesses
- Hold special Little Hands events at their business in exchange for an extension course at Little Hands facility for their patrons
- Swap advertising
- Brainstorm with Publicity Board Member for opportunities with local media, hospital groups and mother's group events.
- Raise awareness of Little Hands to other parent-related services (OT, PT, Speech, etc...)
- Hold a meet 'n greet at Little Hands for these businesses
- Invite businesses for a tour
- Offer an expo opportunity for the public
- Invite to speak at our Parenting Together Series
- Identify and pilot other ways Little Hands can become a "name" within the community

Note: Any advertising and relationships need to be posted with a disclaimer to which the partner business must agree. Example disclaimer: "As a non-profit, tax exempt institution, Little Hands does not endorse or appear to endorse any commercial products or enterprises. Any links to commercial sites contained on this website are listed only for the convenience of our readers. Their inclusion here does not constitute any endorsement of products or vendors, nor does it constitute any guarantee or recommendation."

Meet with Business Development board member as soon as possible, preferably summer. Identify short list of goals, tasks and strategies. Identify other priorities for the year. Establish plan and schedule for business growth projects.

This position would be good for someone with a background in advertising, marketing or newsletters, or for someone who has employment connections at a potential sponsor business. Ideally this person is also comfortable communicating to outside people.

Job Title: **Playdough Maker**
No. Assigned: 2-3
Reports To: *President*

PLAYDOUGH: Parents alternate making fresh playdough and bringing it to school. Fresh playdough can be dropped off the week prior depending on your class day and labeled “not to be opened until X”). Remember: we need enough playdough for both spaces each week! The President will communicate the needs of front space, as some classes may not use playdough until later in the year.

Please make sure the playdough is available prior to the start of each class. You can make batches weekly or make batches for multiple weeks and place them in the kitchen fridge. They last for a while in the fridge. Try to think about the colors of the season when making playdough and if you want, from time to time you can add glitter or scents to them for fun, but please no almond extract or anything nut-related. Here is the recipe:

PLAYDOUGH

4 Cups Flour

1 Cup Salt

8 Tbs Cream of Tartar

4 Tbs. Vegetable Oil

4 Cups Water

2 Bottles of food coloring

Mix all ingredients and cook over medium heat stirring constantly. Cook until dough forms one smooth lump in pan (not gooey). Take out of pan and let it rest. After it cools enough to handle, knead for a few minutes. Let playdough cool for 4 hours before putting in Ziploc bags so that it doesn't mold.

Please make three batches and put each batch in a separate Ziplock plastic bag then label as such:

- Back Classroom Monday (date)
- Back Classroom Wed. PM (date)
- Front Classroom Tuesday (date)

****Make a triple batch and split it at the end to minimize dish washing.**

September: Coordinate with President and other parents on your team in this role to decide how to schedule playdough making. You can opt to bring playdough every other week or have each person bring it for one month at a time, whatever works for your team!

Monthly or Weekly: Bring playdough to school according to the schedule. If you cannot attend class on your scheduled day to bring playdough, please arrange for it to be dropped off by someone else or for another playdough parent to bring it (or make enough for the month and leave it in the refrigerator and *clearly label*).

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; President to communicate whether playdough for summer camp will also be needed.

Job Title: **Parenting Together Coordinator**
No. Assigned: 1
Reports to: *Director*

The Parenting Together Coordinator will work with the Director to contact potential Parenting Together speakers, book speakers, coordinate speakers' needs (A/V, etc.), help arrange publicity, and arrange necessary refreshments from school Baker if needed for the Parenting Together speaking series, held monthly at Little Hands. The Coordinator must have good attention to detail and be available to assist on event days (see school calendar).

Job Title: **Class Liaison**
No. Assigned: 1 per class, 6 total
Reports To: *VP Communications Board Member*

Note: This job starts during summer before school starts.

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]), answer questions from parents and/or direct them to the appropriate person to answer, organize night classes with teacher, plan social events like parents’ night out and play dates, as appropriate, and act as a “buddy” parent for new parents who join at later dates in the year to help orient them to the classroom routines.

August: Attend Teacher In-Service meeting, conducted at Little Hands, for a chance to meet with your teachers and the VP Communications, who is the board member to whom you will be reporting. This is an opportunity to discuss with your teachers 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. Your VP Communications will also provide you with a brief orientation to your job.

Weekly: Send weekly announcements to class via e-mail. Each weekend, all parents, including Class Liaisons, will receive the announcements via school-wide email (sent by VP Communications Board member). Liaisons will forward the announcements to their classes, adding their own personal notes, on the day agreed upon with your teacher. In their notes, liaisons should add pertinent information such as who is bringing adult snacks, who is bringing children's snacks, and birthdays (discuss with your teacher what information they do or don't want included). This schedule may be subject to change year to year so please verify with VP Communications Board Member. Review announcements each week during class at a time previously determined with your teacher. Along with the weekly announcements, VP Communications Board Member will forward talking points to review in class (what to highlight that week in class).

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

September: Attend school-wide orientation and complete tasks as explained by the VP Communications at the teacher in-service. Assist teacher with upcoming required night classes, such as determining location of class (parent’s home or Little Hands), send an Evite with a sign-up for refreshments, and include map option for directions to the meeting location if it is not held at school. Collect money from parents (\$20-\$30 each) to be divided up and used for teacher gifts on 3 occasions: holiday, teacher appreciation, and end-of-year.

October: Collect order form/payment and help organize class photo in class (if applicable). Purchase and package auction basket on behalf of class.

November/December: Purchase holiday gift for teacher from class and present (along with card signed by class families) on the last day of class before break.

March: Assist teacher with upcoming required night classes, such as determining location of class (parent’s home or Little Hands), send an Evite with a sign-up for refreshments, and include map option for directions to the meeting location if it is not held at school.

May: Organize Teacher Appreciation and End of Year gift for teacher. Doesn’t all have to be money based.

Job Title: **Social Networking Coordinator**

No. Assigned: 2-3

Reports To: *Publicity Board Member*

The Little Hands Social Networking Coordinator is responsible for providing content and articles for the Little Hands Facebook and Instagram pages on an ongoing basis. Coordinate with Director on suggested topics and themes.

Possible content for Facebook and Instagram pages includes:

- Relevant parenting articles. Articles of community interest
- Articles celebrating a class, family, parent, child or teacher
- Quizzes or other interactive material that encourage readers to return to LH Facebook page
- Highlights of upcoming and past Little Hands events
- Occasional thank you articles featuring LH volunteers
- Recommended book lists

Content should steer clear of controversial topics -- guidance can be provided by the Publicity Board Member or Executive Director as needed. The Social Networking Coordinator will need to be computer-savvy and know how to navigate/download/upload photos and post to Facebook and Instagram. This person also needs to be self-motivated, flexible, creative, and have good writing and proofreading skills, as well as be able to meet an agreed-upon schedule.

Additional responsibilities of the Social Networking Coordinator include:

- Promote Little Hands via online media; make proposals to Publicity Board Member regarding other online media promotions
- Coordinate postings to local Mothers' Club websites (promoting open houses, new classes etc.)
- Double check all relevant information is reaching the website, working with Publicity Board Member
- Help distribute posters, flyers and other marketing items created by Graphic Designer
- Help on other Publicity initiatives and promote the school as needed

Job Title: **Graphic Designer**

No. Assigned: 2-3

Reports To: *Publicity Board Member*

Note: This job starts during summer before school starts. Please work closely with the Publicity Board Member and Executive Director throughout the year to determine the best use of your volunteer time.

The Graphic Designer is responsible for overseeing the design, creation, printing and archiving of Little Hands marketing collateral, including the handbook, postcards, digital posters, flyers and advertisements. S/he will work with the Publicity Board Member, Director and Events Board Member to design and create visual publications for the school.

Skills needed: Must provide own Adobe Creative Suite access with previous experience in print design with Adobe Creative Suite is necessary, along with the flexibility for quick turnaround.

Summer (June, July, August):

- Come up to speed on current publications and assessing needs for upcoming year
- Update Open House flyers for summer Open Houses
- Lay out plans for any graphic design for marketing materials as needed

School Year:

Provide graphic design for marketing and other school materials as needed. For creation of all posters, use photos from the previous year to show the "experience". Work with Poster Coordinator, Events Board Member and Publicity Board Member to determine which events will require graphic design support. Posters are generally placed at school 2-3 weeks prior to the event. Many flyers/posters/ads already exist and should only need revisions. Your help may be needed for the various events and postings described below:

- **September:** Orientation materials, Ice Cream Social
- **October:** Auction, Halloween Playdate, Parenting Together
- **November/December:** Talbot's Toy Night, Creativity Workshop
- **January:** Pancake Breakfast, Open House, Class Schedule for the following school year
- **February:** Parenting Together
- **March:** Parenting Together, Open House
- **May:** Walk n Stroll

Job Title: **Webmaster**
No. Assigned: 1
Reports To: *Technology Board Member*

Note: This job starts during summer before school starts.

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

- Maintains and updates website content
- Keeps online 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

June-May: Update website regularly.

June: Refresh website for Fall enrollment push. Update website regularly and update staff page photos and bios as needed. Upload Board approved school calendar.

July: Delete groups from summer classes and set up new groups.

August: Post updated handbook online. Update website regularly. Office Manager needs to be in the loop for all updates.

September: Work with Registration and Office Manager to ensure proper functioning of all aspects of site.

October: Prepare website for January registration.

February: Add information on new classes for Summer and Fall Registration.

Job Title: **Preschool Fair Coordinator**
No. Assigned: 1
Reports To: *Publicity Board Member*

Responsibilities of the Preschool Fair Coordinator include:

- Develop marketing opportunities to promote Little Hands and boost enrollment.
- Coordinate local events such as community and educational fairs, fall/winter preschool preview fairs (San Carlos-Belmont, San Mateo-Foster City, and Redwood City), and other miscellaneous publicity driven functions.

Responsibilities include:

- Coordinate with Executive Director to organize staffing for above events.
- Attend preschool fairs and other events where Little Hands has secured a table or other marketing opportunity. Arrive early, check in, and set up Little Hands display.
- Confirm that all supplies and materials needed for display are packed; transport to event.
- Work with Publicity Board Member and Executive Director to update display and handouts for events where Little Hands will have a presence.
- Track interest at preschool fairs via sign-in sheets and coordinate follow-ups with Office Manager.
- Work with Publicity Board Member to promote school as needed.

Job Title: **Poster/Flyer Distributor**
No. Assigned: 2-4
Reports To: *Publicity Board Member*

Note: This job starts during summer before school starts.

Responsibilities of the Poster and Flyer Distributor include:

- Help distribute posters, flyers and other marketing items created by Graphic Designer. Locations for posting include:
 - In the front space: On the front door (in the window facing out), on the “What’s New” board, on the wall above the bench, on the wall above the dress-up clothes bins, on the side door facing out to the back yard (can do double-sided here), and on the kitchen door
 - In the back space: On the classroom window (facing outward, can do double-sided here), on the wall next to the nursery door, on the “What’s New” board above the outdoor sink, and on the Art Room door
 - For registration/open house announcements, post flyers around town at local libraries, community centers, and local businesses (grocery stores, coffee shops, swim schools, businesses on Laurel Street and other areas with lots of foot traffic, etc.)
- Manage/maintain/replace the Little Hands banners as needed.

Job Title: **Photography Coordinator**
No. Assigned: 1
Reports to: *VP Communications Board Member*

The Photography Coordinator will work with Little Hands Photographers to schedule event photography coverage and determine what types of photos are required at each event through coordination with Events Board Members and Event Leads. The Coordinator will provide assistance with photo editing as needed and oversee the school's Smugmug account, making sure that all photos are filed correctly by event or class and that the school's photo policy is being followed. The Coordinator may be asked to work with the Social Networking Coordinators and Publicity Board Member in choosing or preparing photos for Facebook posts. Additionally, the Photography Coordinator will work with the VP Communications Board Member to execute the first and last week of school photo projects and any other photography related projects that the VP Communications Board Member may have, including the following project: Choose and print 2 copies of about 35 photos from Smugmug representing a wide sample of classes and children and displaying them in each classroom on the designated bulletin board. This will be done approximately every 8 weeks (end of October, end of December, end of February, end of April). The Photographer Coordinator may also be asked to assist in suggesting photos for slideshows at Orientation or the Auction.

Job Title: **Photographers**
No. Assigned: 2-4
Reports To: *VP Communications Board Member*

The Photographers are responsible for:

- Taking pictures at events and in classes
- Printing out photos and making 2 collage posters (one per classroom) showcasing the events and hanging up these collage posters in designated areas in classrooms. (Note: this is to be completed and posted within one week after the event in each classroom. This is an important piece for community building). Check at school for poster supplies before purchasing anything. Most likely you will find what you need in the Art Room
- Uploading pictures to school Smugmug account.
- Working with the Photography Coordinator to create photo slideshows, if applicable.

Skills: Make 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 Photographers to discuss the following:

- Little Hands Photo Release Policy
- Attendance at Little Hands events such as the Ice Cream Social, Halloween Playdate, Auction, Talbot's Toy Night, Pancake Breakfast, and Walk 'N Stroll.
- 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).
- Schedule for visiting classrooms to take photos (once in the fall around Oct/Nov and once in the spring around Feb/March)

Throughout year: Take photos, upload photos, create collages according to schedule. Cover classes and school events such as the Ice Cream Social, Auction, etc. Assist the Photography Coordinator with photo-related projects.

Job Title: **Event Leads**
No. Assigned: 4-6
Reports To: *Events Board Members*

In the past, the Event Leads were responsible for supervising a committee which assisted the Events Board Member with determining the location of the event, and theme of the event. Due to the pandemic, we are still trying to figure out exactly how our upcoming events will look like for this school year. At the moment, we are planning on doing most of our events virtually. Our team will be working closely with our Donations team. We will be reaching out to businesses to generate any interest in participation and coordinate with them on potential event details.

Job Title: **Auction Leads**
No. Assigned: 2
Reports To: *Events Board Members*

The Auction Leads are responsible for all aspects of fundraising for the event, including supervising a committee (approximately 20 people) which will assist the Events Board Member 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). Work on the event usually begins at least 3-4 months prior to the event, with key members of the committee beginning their jobs early as well.

Working together, the Auction Leads, Auction Finance Leads, Auction Finance Team, Donation Administrator, Donation Coordinators, and Auction staffed parents are responsible for the following:

- **Graphics:** Work with Publicity Board Member and the Graphic Designer to create Invite/"Save the Date" design (logo, layout, etc.), invitation printing and mailing, posters/flyers design and printing, program/catalog design and printing (knowledge of the schoolauction.net 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 nonalcoholic), layout of venue, coordinate games (or other activities depending on what is decided), hire auctioneer, and set-up and take down of decorations on the day of the event. Obtain permit from ABC (SF) for serving alcohol.

Job Title: **Auction Finance Lead**
No. Assigned: 1-2
Reports To: *Donations Board Member*

The responsibilities of the Auction Finance Chair include the following:

- Become familiar with[\[schoolauction.net\]](http://schoolauction.net) software system.
- Oversee all ticket sales during event - drinks, bids, food, games, etc. and make sure they are logged into a tracking spreadsheet during the event.
- Responsible for training committee for day of event check-in and check-out. Requires coordination with Donations Board Member 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 the event be sure to get Donations Board Member 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.

Job Title: **Auction Finance Team**
No. Assigned: 3-4
Reports To: *Donations Board Member*

Auction Finance Team Members will be responsible for learning the auction finance software program, [\[schoolauction.net\]](http://schoolauction.net). The Team Members will work the check-in and check-out table at the annual Little Hands Big Hearts auction, coordinating payment and delivery of purchased auction items. You may be asked to help manage the donated items database and organizing auction items as needed.

This job requires all job hours to be completed over a short time period: a 3-4 hour training session a few days or weeks prior to the annual school auction, attendance at the auction for approximately 7-8 hours [for both set up and the event](#), and 3-4 hours immediately following the auction for reconciliation. If members of the finance team are unavailable for reconciliation the next day, additional job hours can be found helping with the online auction.

Job Title: **Fundraising Coordinator**
No. Assigned: TBC
Reports To: *Donations & Business Development Board Member*

The Fundraising Coordinators Committee will work as a fun, collaborative team to help bring in school funding and donations and build relationships with and support from local businesses and the wider community.

This will be a unique year for the school and the fundraising that is needed to secure its continued success so we are looking for people who can think creatively. We're welcoming a fresh perspective on fundraising as we will be unable to host most of the usual events, so, if you think you could help contribute to redesigning fundraising for the school and creating a lasting legacy, this is the job and team for you!

Little Hands over the years has established a great network of support with local vendors and national businesses. As a Fundraising Coordinator you will have the opportunity to meet so many of these generous supporters and help us keep the Little Hands momentum alive. A benefit of working on this committee is that much of the communications with businesses and vendors can be done *from home* (by email or phone). Similarly, several of the fundraising initiatives this year will be on line so the job can easily be done around most schedules.

Responsibilities and opportunities include:

- Work with the Donations Board Member & Fundraising Team to determine the specific needs for the year.
- Support and take ownership of some of the fundraising initiatives. This may include online fundraising and sourcing local and national business support.
- Actively grow donation and funding leads and new donors.
- Support administrative duties where needed, such as maintaining schoolauction.net database, developing alumni contact database, ensuring all donor related correspondence is completed in a timely fashion (thank you letters) etc.
- Any ad hoc duties that we need as we figure this year out!

Job Title: **Donation Lead**

No. Assigned: 1

Reports to: *Donations Board Member, Business Development Board Member*

The Donation Lead is responsible for leading the Donation Coordinators in the obtainment of Donations for school events, primarily for the annual Little Hands Big Hearts Auction. The Lead will coordinate the schedule of when donations are solicited and what businesses are approached for donations. The Donation Lead will become familiar with schoolauction.net software for managing our donations database. The Donation Lead must be enthusiastic, motivating, outgoing, and able to approach outside businesses to acquire donations. A benefit of working with the Donation Coordinators is that much of the communications with the various vendors can be done *from home* (by email or phone). Also, since this team will be responsible for a variety of solicitations to support various events throughout the year, it is a great way to be involved in the school's

success.

Responsibilities include:

- Work with the Board President, Director, and the Donations Board Member to determine the specific needs for the years' events.
- Lead the Donation Coordinators to achieve donation goals for the year
- Send out solicitation letters to previous donors.
- Actively grow solicitation leads and new donors.
- Manage schoolauction.net database to enter all solicitations.
- Follow up and collect items.
- Send thank you letters to sponsors and donors after each event.

By end of the year: When you have completed your required job hours and Maintenance Day, fill out the Job Completion Form and return to Donations or Business Development Board Member for signature.

Job Title: **Donation Administrator**
No. Assigned: 1-2
Reports To: *Donations Board Member*

The Donation Administrator helps manage the solicitation database by filing and entering donations received for the annual auction. They will need to liaise regularly with the Donations team and Donations Board Member to ensure this is kept up to date and accurate. They also help to prepare some of the items that need to be printed for the auction (bid sheets, recording sheets, etc).

In order to fulfill the co-op job hour commitment, the Donation Administrator might need to perform other ad hoc auction related jobs for the Donations Board Member.

Job Title: **Donation Packaging Committee**
No. Assigned: 2
Reports to: *Donations Board Member, Donations Lead*

The Donation Packaging Committee will be responsible for preparing all auction items for sale at the annual Little Hands Big Hearts Auction. Auction item preparation includes preparing baskets of items, framing certificates, and designing displays. Additionally, you must cross check the auction catalog to ensure that all items are present and properly labeled with lot numbers. Packaging has historically taken place during the evening, but depends upon the schedule of fellow committee members. This job is completed over the course of 1-2 weeks immediately preceding the auction. This committee requires strict attention to detail as we have hundreds of donations to coordinate.

Job Title: **Halloween Playdate Lead**
No. Assigned: 1
Reports To: *Events Board Member*

The Halloween Party Lead is responsible for overseeing a committee to put on the Halloween Party at Little Hands. Tasks include: publicizing the event, decorations, refreshments, photos and activities for children. S/he will meet with the Events Board Member and Director at the beginning of the school year and will meet with the event committee soon after. Must be available from September through October and be present at the event. A description of prior events is in the Halloween binder.

August/September: Events Board Member will contact you to provide the event binder and names and contact information for committee members. Ensure the Events Board Member has confirmed with the Director that the Parish Hall is rented, as well as confirming time when you can begin set-up. It is easiest to set-up before the event but sometimes other groups use the Parish Hall so you may need to work around their event. Arrange for committee meeting in early September. Meet with committee and have members sign up for subcommittees (photo, refreshments, decorations, games, donations, etc.). Contact Jobs Board Member if additional volunteers are needed and/or it may be a good idea to check with local high schools to obtain extra volunteers if needed. Check with Purchaser for inventory of cups, plates, napkins and utensils if needed. With help of Director, check kitchen for leftover supplies from last year (i.e. frosting, sprinkles, etc.). Visit the attic to assess supplies and decorations available. Communicate your needs to Donations Board Member so s/he can ask Donations Coordinators to send out donation letters. Create flyers and decorate bulletin boards to publicize the event and refer to prior year samples if available. These should be posted at school at the beginning of October. Use last year's photos to advertise what it looked like.

October: Make final preparations for event; attend and supervise the event, including set-up and clean-up. Make sure all supplies are returned to proper places in attic, classrooms, etc. Space **MUST** be left in better shape than when you found it!! Note: In past years, event coordinators have taken photos of hall before set up so they are sure to put everything back in its place.

November: Write blurb for website/announcements and newsletter if applicable, summarizing the event and thanking committee members and other volunteers (or arrange to have a committee member write one). Make sure Thank You letters are sent to anyone who donated to the event (check with Donations Board Member to determine who will write and send them). Write a more extensive summary of the event with specifics along with a timeline for the event binder. Send this summary to Events Board Member to pass along to next year's Coordinator.

Job Title: **Pancake Breakfast Coordinator**
No. Assigned: 1
Reports To: *Events Board Member*

Oversee the planning of the Pancake Breakfast held in January. Little Hands families and alumni are invited to attend. Contact Publicity Board Member to invite alumni via Vertical Response or whatever communication program Little Hands is using.

September: The Events Board Member will contact you to review the Pancake Breakfast. Make sure the Events Board Member has confirmed with the Director that the Parish Hall is reserved.

October: Along with the Kitchen Lead, Board Member, and Director, visit the Parish Kitchen and Parish Hall and create a food, table, and decorations plan. Determine if any art project or fundraiser will be part of the event and make arrangements with Teachers. Visit attic to assess supplies and decorations available. Contact Donations Board Member with your needs (e.g. food/beverage, raffle prizes, etc.) so that s/he can get Donations Coordinators to send out donation letters.

November: Contact VP Communications Board Member to determine deadline for announcements; begin posting in announcements a month before the event. Make sure event information is posted on web and email is sent to alumni as well. Create flyers and decorate bulletin boards to publicize the event and refer to prior year samples if available, to be posted the first week of January. Use photos from last year's Pancake Breakfast to let parents know what it looks like. Meet with committee members to discuss planning for the event. Have committee members sign up for different jobs (e.g. managing event sign-ups, purchasing food and beverage, staffing the event, setting up and cleaning up).

December: Check for inventory of cups, plates, napkins and utensils if needed. With help of Director, check kitchen for leftover supplies from last year. To help determine food quantity needs, post sign-up sheet in both classrooms and/or coordinate with class liaisons to get an idea of how many families plan to attend. Obtain cash boxes from the attic.

January: Supervise committee members in setting up, working the event, and cleaning up. Return any supplies to proper places (attic, classrooms, etc.) Return cash boxes to the attic. Write a brief summary and thank you to committee members and other volunteers for announcements and newsletter if applicable. Make sure Thank You letters are sent to anyone who donated to the event (check with Donations and/or Solicitation Committee to determine who will write and send). Summarize event, updating shopping lists and timeline, and submit summary to Events Board Member to pass along to next year's Coordinator. Space **MUST** be left in better shape than when you found it!!
Note: In past years, event coordinators have taken photos of hall before set up so they are sure to put everything back in its place.

Job Title: **Pancake Breakfast Kitchen Lead**
No. Assigned: 1
Reports To: Events Board Member

Oversees the food planning and preparation of the Pancake Breakfast held in January. Little Hands families and alumni are invited to attend.

September: The Events Board Member will contact you with the date for the Pancake Breakfast and to schedule a time to review the event. Make sure the Events Board Member has confirmed with the Director that the Parish Hall is reserved.

October: Along with the Coordinator, Events Board Members, and Director, visit the Parish Kitchen and Parish Hall and create a food, table and decorations plan. You will review the menu and recipes determine if any changes are necessary. Contact Donations Board Member with your needs (e.g. particularly food/beverage donations) so that s/he can get Solicitations Committee to send out donation letters.

November: Coordinate with the Pancake Breakfast Coordinator and Events Board Member to ensure you have enough volunteers to prepare food. Attend the committee meeting to discuss planning for the event. Have committee members sign up for different jobs.

December: Check with Director and Facilities to make sure the stove and any needed appliances in the Parish Kitchen are working.

January: Supervise committee members in preparing food and cleaning up the kitchen. Space MUST be left in better shape than when you found it!! Note: In past years, event coordinators have taken photos of hall and kitchen before set up so they are sure to put everything back in its place. Summarize event, updating menu, recipes, shopping lists and timeline, and submit summary to Events Board Member to pass along to next year's Kitchen Lead.

Job Title: **Auction Kitchen Lead**
No. Assigned: 1
Reports To: Events Board Member

Oversees the food planning and preparation of the Auction held in October. Please note that this is a relatively new position and the auction has moved in the year, so the timeline may shift a bit from what is here.

August: The Events Board Member will contact you with the date for the Auction and to schedule a time to review the event. Make sure the Events Board Member has confirmed with the Director that the Parish Hall is reserved.

August/September: Along with the Kitchen Lead, Board Member, and Director, visit the Parish Kitchen and Parish Hall and create a food, table and decorations plan. You will review the menu and recipes determine if any changes are necessary. Contact Donation Board Member with your needs (e.g. particularly food/beverage donations) so that s/he can get Solicitations Committee to send out donation letters.

September: Coordinate with the Auction Leads and Events Board Member to ensure you have enough volunteers to prepare food. Attend the committee meeting to discuss planning for the event. Have committee members sign up for different jobs.

October: Supervise committee members in preparing food and cleaning up the kitchen. Space **MUST** be left in better shape than when you found it!! Note: In past years, event coordinators have taken photos of hall and kitchen before set up so they are sure to put everything back in its place. Summarize event, updating menu, recipes, shopping lists and timeline, and submit summary to Events Board Member to pass along to next year's Kitchen Lead.

Job Title: **Auction Baker**
No. Assigned: 3
Reports To: Events Board Member

The Baker is responsible for producing sophisticated desserts for the annual Little Hands Auction (i.e., mini cheesecakes, bundt cakes, cake pops, lemon bars, tarts, etc.). The baker must be comfortable cooking larger quantities of items in a relatively short amount of time and working within a budget.

Job Title: **Little Hands Walk ‘N Stroll Lead**
No. Assigned: 2
Reports To: *Donations and Events Board Members*

Oversee the planning of the run/walk fundraiser, to be held near the end of the school year. Little Hands families and alumni are invited to attend. Determine best way to contact alumni (typically through email).

August: The Events Board Member will contact you with the date reserved for the Walk n’ Stroll. Make sure the Events Board Member has confirmed with Carlmont High School that the track is available.

February:

- Review the event with the Events Board Member, Business Development Board Member, and the Director. Determine the timeline, create a publicity schedule, and decide on a time for your kick-off meeting with your committee. Determine if raffle or any art projects will be part of the event.
- Contact VP of Communications Board member to determine deadline for announcements. Send announcement and make sure information is posted on the web and that an email is sent to alumni as well.
- Work with Business Development Board Member and Donations Board Member to secure entertainment and vendors through sponsors and donations (Face Painter, Juggler, Book Sellers, etc.)
- Contact the Donations Board Member for leftover Auction items to use for the Raffle. Determine if any additional items need to be secured.
- Research using schoolauction.net to collect pledges for the Walk n’ Stroll.

March:

- 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).
- Contact Publicity Board Member to inform him/her that you will need a flyer for the event. Follow up to make sure flyer is completed by the end of the month.
- Coordinate with committee members to decorate the bulletin boards to publicize the event.
- Revise pledge forms, letter to families, donation receipt, and corporate matching document. Work with VP Communications and Class Liaisons to pass out forms in late March and before Spring Break.

April:

- Ask VP of Communications Board member to determine if class liaisons can poll classes to see how many people are attending.
- Meet with Treasurer and Events Board Member to set-up Square for food purchases, discuss any tracking needs for raffle revenue, and a time to perform a reconciliation and hand off the cash and checks after the Event.

May:

- Supervise committee members in setting up, working the event, and cleaning up.
- Meet with Treasurer after event to perform reconciliation.
- Assist Events Board Member in following up with IOUs and late arriving pledge forms.
- Write summary and thank you notes to committee members for announcements.
- Summarize event, update shopping lists, and update timeline; return to Events Board Member to pass along to next year’s coordinator. Return any supplies to proper places (e.g. attic, classrooms, etc.).

Job Title: **Projects Lead**
No. Assigned: 1
Reports To: *Facilities Board Member*

Note: This job starts during summer before school starts. Good to have summer and/or weekend availability for this job.

The Projects Lead is responsible for maintaining the overall safety and condition of the school property (indoors and outdoors) and managing a team of Project Committee Members.

The Lead oversees the maintenance and repair of kitchen appliances and plumbing, outdoor play structures, toys, and other school property, such as fences, doors, sandbox, furniture, etc. by helping maintain a running list of tasks that need to be completed. These tasks are primarily done during Project Days (4-5 per year, with the first one in August), but may also be assigned to Projects Committee Members as independent tasks, or in some cases completed by a hired professional. The job includes being on-site periodically to assess the property and to meet with various constituents.

The Projects Lead will work with the Facilities Board Member and the Director to determine which tasks should be tackled in which manner, the priority of current tasks, and the schedule of Project Days. He/she is then responsible for maintaining a list of Project Team contacts, planning the Project Days, assigning Independent Tasks, tracking the completion of Projects, and communicating with Facilities Board member before and after Project Days. It is helpful to have Committee members complete an aptitude survey at the Project Orientation Meeting to get an idea of team's skill set.

The dates for Project Days should be scheduled in May/June preceding the school year and may be adjusted depending on the availability of the Project Committee members, and the school and church calendars.

Job Title: **Projects Committee**
No. Assigned: 8-10
Reports To: *Projects Coordinator, Facilities Board Member*

Note: This job starts during summer before school starts. Good to have summer and/or weekend availability for this job.

Under the direction of the Projects Coordinator, Projects Committee members perform improvements and repairs on the school site (indoors and outdoors) and equipment as needed. The Projects Coordinator, along with Committee members, is responsible for ensuring the timely completion of committed projects.

All Little Hands parents are capable of working on Projects Committee. Committee members—with Facilities 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, including physical labor (e.g., painting, sanding, building, spreading gravel, toy repair).

Each Committee member is required to attend the Project Orientation Day, as well as a number of Projects Days during the school year, to be determined at the orientation. Projects Days are generally held on Saturdays and last 4-6 hours. There will be 3-5 Projects Days throughout the year at the discretion of the Project Lead and Facilities Board Member. Committee members may also choose to spearhead a project from start to finish (e.g., sand and stain the play structures, sewing).

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

Job Title: **Maintenance Day Coordinator**
No. Assigned: 1
Reports To: *Facilities Board Member*

Note: This job starts during summer before school starts. Good to have summer and/or weekend availability for this job. It is helpful, but not required, to have attended at least one Maintenance Day in a previous year.

The Maintenance Coordinator is responsible for coordinating activities related to cleaning the school. This includes setting up the schedule for and supervision of the Maintenance Day Toy Launderer and Readiness Assistant(s) and the Maintenance Assistants, who in turn run the actual Maintenance Days. At the beginning of the school year, the Maintenance Coordinator is responsible for running a training session for the Maintenance Assistants. Selection of which Maintenance Days each MA will supervise will take place at this meeting.

Each Little Hands family will sign-up for one Maintenance Day at the fall Orientation. The Maintenance Coordinator is responsible for maintaining these lists and working with the Registrar to ensure that absent and late-registering families are added to the list. He/she will coordinate with Jobs Board member to maintain a list of families that have completed their required maintenance day requirement, with the Facilities Board member and Purchaser to ensure that any supplies that are needed are noted, and with the Projects Lead should any maintenance checks turn up larger-scale issues.

Maintenance Days are often held on the first Saturday of each month from 8am-11:30am (time for participants), but the specific schedule is set by the Director and Facilities Board Member in June. Maintenance Assistants actually run the Maintenance Days, but it's a good idea for the Maintenance Coordinator to be available should anything unexpected arise, particularly for the first few of the year. Please refer to www.littlehands.org in the Classes & Registration section and refer to the online calendar for upcoming dates.

Job Title: **Maintenance Day Assistant**
No. Assigned: 4-6
Reports To: *Maintenance Day Coordinator*

Note: This job requires availability on several Saturday mornings. Maintenance Days are often held on the first Saturday of each month from 8am-11:30am, but the specific schedule is set by the Director and Facilities Board

The Maintenance Assistants (usually in pairs) are responsible for running the 5-7 Maintenance Days over the course of the school year in which the Little Hands parents all take a turn coming in to help clean the school and toys.

Responsibilities initiate with a training meeting at Little Hands at the beginning of the school year with the Maintenance Coordinator and other Maintenance Assistants (MA) to meet the team, review the job, and learn some of the specifics for Maintenance Days. Selection of which Maintenance Days each MA will supervise will also take place.

Maintenance Assistants may also wish to attend the first Maintenance Day to get 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.

In addition to the September training, each Maintenance Assistant will attend and help supervise three Maintenance Days during the school year. Two of these plus the training will cover the roughly 15 job hours and the third serves as that family's own Maintenance Day requirement.

Responsibilities include: communicating with the parents signed up to serve on a specific Maintenance Day to remind them of their upcoming obligation and helping to arrange for mid-morning snack; working with the Maintenance Coordinator on Maintenance Day participation should low attendance be indicated; checking on cleaning priorities prior to and reporting issues and progress back after each Maintenance Day to the Maintenance Coordinator and Facilities Board Member, and arriving 30-60 minutes early to set-up and staying 30-60 minutes after for clean-up. See the Little Hands Maintenance Day Communications Plan document for instructions on when and what to communicate to your three sets of Maintenance Day participants.

Job Title: **Maintenance Day Toy Launderer and Readiness Assistant**
No. Assigned: 2
Reports To: *Maintenance Coordinator*

Note: This job requires availability on several weekend dates. Maintenance Days are often held on the first Saturday of each month, but the specific schedule is set by the Director and Facilities Board Member in June and should be double checked [here](#) for availability before signing up for this job.

Monthly Task

In the beginning of the year, you will be shown how a classroom is made "ready" after a maintenance day. You will then be responsible for laundering various items and setting up the classroom after each maintenance day.

On each Maintenance Day for which you are assigned, you will visit the school twice. Once on Friday afternoon or Saturday before 7:30am to pick up washable items and once on Saturday after 1pm or Sunday afternoon or evening following the Maintenance Day to return various laundered items and toys to their appropriate locations. Washable items include curtains, aprons, pillowcases, puppets, baby doll dresses, and dress up clothes. If the timing and your washer capacity allow, you may also be asked to do a load or two of towels as well.

Please make sure that:

- curtains, aprons, and dress-up clothes are re-hung
- pillows and cushioned chair are re-covered
- puppets are put away
- baby dolls are dressed
- toys are returned to appropriate locations

The exact timing of your visits can be done at a time that works for you as long as items are put away before 9 a.m. Monday morning. Note, however, that this task needs to be done every weekend listed on the maintenance schedule, so it works best for someone who can commit in advance to most of these dates. It may be up to you to find and train a substitute if a regular Maintenance Day Readiness Assistant can't cover a date.

This position is a good fit for someone who is organized, tidy and efficient and who would prefer to just "get the job done" on the day it needs to be done!

Job Title: **Plant Maintenance**
No. Assigned: 1
Reports To: *Facilities Board Member*

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 Committee members to manage the drip irrigation system that waters all hanging baskets, potted plants, and plants in ground in the alley (behind back classroom fence – roses, bougainvillea).

July/August:

Meet with Maintenance Coordinator to review job responsibilities. Determine schedule for maintaining plants. Weed and mulch beds prior to the start of school.

Monthly:

Coordinate with Maintenance Coordinator 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 Board 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. Once per year, clean out the filter in the drip irrigation system.

Trim plants/check plants and/or hanging baskets before any all school events and/or open houses.

Job Title: **Emergency Preparedness/Safety/Yearly Maintenance**
No. Assigned: 1
Reports To: *Facilities Board Member*

Assess, stock and maintain supply of, emergency supplies throughout the school. Keep itemized receipts, and carefully track whether expenses are for maintenance or emergency supplies. Submit receipts with Reimbursement Form to Facilities Board Member for approval before giving to Treasurer Board Member. 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 about an advance for shopping.

September: Meet with the Facilities Board Member to go over job responsibilities and review Emergency Supplies and Maintenance Checklist for Little Hands. At the beginning of the school year, take inventory of all emergency supplies and purchase as necessary. There are multiple places where emergency supplies are kept: 1) back kitchen cabinets; and, 2) Rubbermaid shed in backyard, both should have a list of what is in them. Check fire extinguishers in ice chest. Replace items if not there or if shelf life has or is near expiring.

Triannually: At the start of school, midyear, and end of school replace emergency water in large blue water containers and audit emergency first aid kits for low inventory. Purchase as necessary. Once purchases have been made, sign the form and place in Purchaser's binder on counter. Perform safety check of all equipment such as smoke detectors; report any hazards to Facilities Board Member and copy to Director. Check for heavy items stored in areas where they would fall during an earthquake. Clean out the gutter under the awning in the rear yard and check other gutters to make sure they aren't backed up.

Job Title: **Merchandise Sales Lead**
No. Assigned: 1
Reports to: *Publicity Board Member*

Merchandise Sales Lead will inventory and receive new Little Hands merchandise during the summer and prepare to sell and start taking orders at Orientation. Responsible for tracking inventory, filling orders and distributing merchandise (mainly t-shirts and sweatshirts) to all families throughout the school year.

Use littlehandsmerchandise@gmail.com to manage orders. Determine events where merchandise can/should be sold (Orientation, Ice Cream Social, Pancake Breakfast, Walk'N'Stroll, etc.). Work with Publicity Board Member to restock inventory as needed.

Summer: Publicity Board Member will contact you to go over job responsibilities. All Little Hands merchandise is stored in the attic and has been inventoried. Keeping detailed records of stock on hand is required throughout the year.

Monthly: Work with VP Communications and Class Liaisons to promote sales as necessary. Check order status in Art Room and Front Classroom often (especially in the beginning of the year when families want t-shirts for class photos). Place orders for additional merchandise as needed.

Job Title: **Merchandise Sales Assistant**
No. Assigned: 1
Reports to: Merchandise Lead and Publicity Board Member

The Merchandise Sales Assistant will help the Merchandise Lead to track inventory, fill orders, and distribute merchandise to all families throughout the school year. The Merchandise Sales Assistant will work with the lead at Orientation, Ice Cream Social, Pancake Breakfast, and Walk n' Stroll school events (at minimum) to sell merchandise to Little Hands families.

Job Title: **SMCPPNS Representative** (San Mateo Council of Parent Participation Nursery Schools)
No. Assigned: 1
Reports to: *Board President*

The San Mateo Council Representative serves on the San Mateo Council of Parent Participation Nursery Schools (SMCPPNS), which is part of the California Council of Parent Participation Nursery Schools (CCPPNS.) He or she attends monthly Council meetings as a representative of Little Hands and communicates information and minutes from the Council back to the Board President and the Director. He or she also holds a specific job assigned by the Council.

The representative will also be responsible for helping promote the Parent Resource Night in January. At PRN, parents of all the San Mateo Council schools can attend presentations on relevant parenting topics (i.e. nutrition, family finances, language development, etc.). The presentations are given by professionals from the Council's Family Consultant Service.