



**LITTLE HANDS - A PARENT/CHILD CENTER**

Job Descriptions

2015-2016

Updated July 10, 2015

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 at least 15 job hours (at least 7.5 job hours for those starting in the winter session) over the course of the school year.

Some job assignments may require more than 15 hours over the school year.

Some job assignments may require less than 15 hours over the school year. In such cases, we thank you in advance for completing your required hours with additional tasks. If you need assistance finding addition job hours, please contact [jobs@littlehands.org](mailto:jobs@littlehands.org).

**Director**

Director	Carol Cross-Phillips
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**2015-2016 Board**

President	Nicolle Garza-Gesin
VP Registration	Sara Campbell
VP Communications	Megan DeMartini
Secretary	Trish Garber
Treasurer	Nicki Falzon
Facilities	Thomas Caleshu
Jobs	Danielle Rajani
Publicity	Kimberly Ding
Business Development	Joshua Walker
Ways and Means	
Events	Melissa Schmidt & Cathy Buiser

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Job Title: **Director Assistant**  
No. Assigned: 2-3  
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 a list of upcoming birthdays from the VP Registration. Please contact the parents of the children with upcoming birthdays and ask them to provide you with two photos of their child, which will be posted on the Birthday Bulletin Boards next to the date of the child's birth date. Decorate each board based on the theme of the month.
- Upcoming Events Bulletin Boards in both classrooms
- 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.
- Childcare Exchange
- Help organize families interested in exchanging childcare for younger or older siblings while parents participate in class with enrolled child.

**August:** The Director will contact you to discuss the calendar and plans for bulletin boards. Cut cloth nametags for Orientation if needed (use of pinking 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 un-shelved 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 Director know of any that may need to be replaced.

**Skills needed:** Organized, crafty, good with graphics, and able to make time outside of class to put up and take down posters.

Candidate should be highly organized and have a good work ethic.

**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 Director for signature.

Job Title: **Technology Coordinator**  
No. Assigned: 1  
Reports To: *Director and Board President*

The Technology Coordinator will be responsible for technical support of Little Hands website, communication tools, social media and any other supporting software or hardware. S/he will assess and catalog our current technology and software use and make decisions and recommendations as needed regarding technology and software use at the school. The Technology Coordinator will act as the primary contact for web and email hosting and assign email addresses/email forwarding to the director, teachers, and board. S/he will work in partnership with various board members to assist them with cloud-based databases, storage, and productivity suites, as well as computer networking or audio/visual needs for events and payment systems, such as Square.

The Technology Coordinator must have the ability to troubleshoot software and hardware system. He or she must also have knowledge of computer networks, email administration, and Google Apps for NonProfits. Ideally has a willingness to learn about other web-based databases (Active Network, Schoolauction.net), and payment systems (Square, PayPal) used by the school.

**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 Director or Board President for signature.

Job Title: **Business Development Team Member**  
No. Assigned: 2  
Reports To: *Business Development Board*

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, U-Me, etc...).

Areas of potential growth for the Business Development Team include:

- Find sponsors to support Little Hands (see sponsorship plea; work with Ways & Means)
- 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.
- Suggest Lunch Bunch or Family Class for working parents
- 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.

**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 Business Development Board member for signature.

Job Title: **Playdough Maker**  
No. Assigned: 1  
Reports To: *Director*

Director will contact you in late August/early September to advise which of the following is needed and when. (E.g., you might begin making play dough only and do name tags or crowns later in the year.) Based on the needs of a particular school year, the Director may also ask for assistance with other projects. If you have any specific craft skills, please let the Executive Director know, as we always need help with various craft projects around the school.

**PLAYDOUGH:** Parents alternate making fresh playdough and bringing it to school on two different days of the week. Playdough is needed each Monday morning and each Wednesday afternoon so you will need to coordinate. Fresh playdough can be dropped off prior to the expected day (if you don't happen to be in the Monday or Wednesday class) and labeled "not to be opened until X"). Remember: we need enough playdough for both spaces each week! Director will communicate 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**

2 Cups Flour  
1 Cup Salt  
2 Tbs Cream of Tartar  
2 Tbs. Vegetable Oil  
2 Cups Water (with choice of food color)

Mix all ingredients and cook over medium heat until thick, doughy, and pulls easily from side of pot or use a stand mixer to fully mix all ingredients.

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

**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 Director for signature.

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], raffle tickets), answer questions from parents and/or direct them to the appropriate person to answer, organize night classes with teacher, and plan social events like parents’ night out and play dates, as appropriate.

**August:** Attend Teacher In-Service 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.

**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).

**September:** Discuss with the teacher ways you can assist her during Orientation. Introduce yourself to other parents and let them know that you will be the Class Liaison. Pass around Class Roster 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 Board Treasurer’s box in the Art Room. If a parent is absent at a 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](mailto: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.

Determine when your class is scheduled to do a Maintenance Day. At least 3 weeks before, inform the Maintenance Coordinator how many people from your class will attend (please note: the Maintenance Day for your class may be in the Spring semester). Coordinate refreshments/potluck for class Maintenance Day.

**October:** 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.

**October:** Collect order form/payment and help organize class photo in class and promote the Little Hands t-shirt contest for the class photos.

**November/December:** Help distribute and sell tickets for the annual Auction in February. Class Liaison is responsible for coordinating (or getting a volunteer to coordinate) the assembly of the Class Basket for the Auction (if baskets are done). The VP Communications Board Member and Auction Leads will assist with ideas.

**November and March:** Jobs Board Member will provide VP Communications Board Member with a job status form for your class. Assist with collection of job status update information from class members as needed.

**November/December:** Organize holiday and holiday gift for teacher from class.

**January:** Meet with VP Communications Board Member and Class Liaisons to work on class bulletin boards (if needed). Sell Pancake Breakfast Tickets before/during/after class.

**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.

**April:** Help organize candid child photos taken by photographer during class, if applicable.

**May:** Organize Teacher Appreciation and End of Year gift for teacher. Doesn't all have to be money based. Liaison has ideas.

Might also help organize:

- Teacher's birthday
- Parents night out (discuss this as a class in September)
- Play Dates during school breaks or at other times
- Meals to new moms, as needed

**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 VP Communications Board Member for signature.



Job Title: **Social Networking Coordinator**  
No. Assigned: 2-3  
Reports To: *VP Communications and Publicity Board Members*

The Little Hands Social Networking Coordinator is responsible for providing content and articles for the Little Hands Facebook page on an ongoing basis. Coordinate with Director and VP Communications Board member on suggested topics and themes.

Possible content for Facebook page 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

All content will need to be reviewed before release. This person will need to be computer savvy and know how to navigate/download/upload photos and post to Facebook. This person also needs to be self-motivated, flexible, creative, and have good writing and proofreading skills, as well as be able to meet 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

**June – August:** Work with Publicity Team and Director to strategize promotion of Little Hands through various social media. Promote late-summer Open House in conjunction with Registration Board Member, Administrative Assistant and Publicity Board Member via online media and parent's groups. Review Yelp website. Contact VP Communications Board Member and help arrange for class liaisons from upcoming Fall enrollment to begin holding summer play dates. Inform Administrative Assistant to all dates in case parents inquire. The goal is to get new classmates acquainted and to keep Little Hands in the public eye. They will produce and provide a flag to each class liaison for use outdoors, so that the group can locate him/her. Class liaisons bring flag every week or passes to weekly host. Maintain an active presence on parent's clubs promoting the school. Tasks include responding to posts regarding Little Hands or parents looking for schools. Work with Administrative Assistant to create a process for consistency in messaging.

**September:** Continue to coordinate postings to local Mothers' Club websites promoting school. Establish a network of parents who can post news about Little Hands on the Mothers' Club websites (Burlingame, San Mateo, Foster City, San Carlos, Belmont, Redwood City). To avoid the same person "selling" the school all the time, ideally 2 moms per mom's group could be recruited.

**September-May:** Promote the school via online media.

**October:** Encourage parents to “Like” our Little Hands Facebook page and write Yelp reviews.

**December:** Prepare for Preschool nights in January, coordinate with the Preschool Fair Coordinator.

**January:** SCBMC, Burlingame Mothers’ Club, RWCMC Preschool events. Staff events as needed.

**February – April:** Continue to promote school through social media. Coordinate postings to local Mothers’ Club websites promoting school.

**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.

**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 VP Communications and Publicity Board Members for signature.

Job Title: **Graphic Designer**  
No. Assigned: 2-3  
Reports To: *Publicity Board Member*

Note: This job starts during summer before school starts. This job is currently changing and thus its timeline, responsibilities and assignments may change from this document. Please work closely with Publicity Board Member and Director throughout the year to determine 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, Poster Coordinator and Events Board Member to design and create visual publications for the school. The graphic designer might only be needed to provide a graphic for use in other posters, the web, etc... The Graphic Designer will manage the Graphic Design Assistant, if there is one.

**Skills needed:** 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
- Work with Publicity Board Member and Director to update Handbook, with input from other board members
- 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 generally placed at school 2 weeks prior to event. Many flyers/posters/ads already exist and should only need revisions. You may or may not be needed for the various events and postings described below.

- **September:** Ice Cream Social
- **October:** Halloween Party; Spring Belmont Parks/Rec Ad
- **November/December:** Talbot's Toy Night; Begin Little Hands Big Hearts Auction graphics
- **January:** Pancake Breakfast; Little Hands Big Hearts Auction graphics; Summer Parks/Rec Ad
- **February:** Little Hands Big Hearts Auction
- **March/April:** Check if needed for any registration materials or website graphics
- **May:** Walk n Stroll; Fall Belmont Parks/Rec Ad

**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 Publicity Board Member for signature.

Job Title: **Webmaster**  
No. Assigned: 1  
Reports To: *Publicity 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
- Works with developer/host to make the most of internet & intranet functionality
- Manages Assistant Webmaster

**Skills needed:** CSS, HTML

**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.

**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 Publicity Board Member for signature.

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, preschool nights, and other miscellaneous publicity driven functions.
- Organize staffing for events.
- Help coordinate marketing materials in conjunction with the Poster/Flyer Distributors
- Help to distribute posters, flyers and other marketing items created by Graphic Designer.
- Work with Publicity Board Member to promote school as needed.

**Skills Needed:** Publicity/Marketing

**June:** Begin planning/promoting late-summer Open House in conjunction with Registration Board Member. This may include distributing postcards, making a Little Hands web posting and working with Social Networking Coordinator to post on websites.

**July:** Investigate options for promoting the school. Work with Publicity Board Member to promote school as needed.

**August:** Work with Publicity Board Member 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 Director to call Mike for special rate).

**October:** Plan and staff “Preschool to Prep” at Hillsdale Mall.

**November:** Check stock of balloons and materials for upcoming events, reorder if necessary. Plan and staff “Foster City Preschool” night. Work with Publicity to promote open house.

**December:** Prepare for Preschool nights.

**January:** Plan and staff SCBMC, RWC, Burlingame Mothers’ Club preschool events.

**February:** Plan and staff PAMP preschool event (double check with Publicity Board Member to confirm plan). Work with Publicity to promote open house.

**March- May:** Work with Publicity Board Member to promote school as needed.

**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 Publicity Board Member for signature.

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

Note: This job starts during summer before school starts.

Responsibilities of the Marketing Materials Assistant include:

- Take charge of the Little Hands banners.
- Drop off /pick up banner for promotion; clean banner as needed and store banner.
- Research and identify more opportunities for hanging the banner in San Carlos/Belmont/San Mateo/Redwood City.
- Manage and maintain Little Hands marketing box so that it is ready/restocked after each event. Alert Publicity Board Member when materials are needed and restock the box as necessary. Marketing box contains smaller event banner, brochures, handouts/posters, balloons, sample T-shirts, “office supplies”, tablecloth, clothes pins/cord to hang banner, photo books from past years.
- Help distribute posters, flyers and other marketing items created by Graphic Designer.
- Work with Publicity Board Member to promote school as needed.
- Provide support with proofreading all internal and external copy and suggesting edits as necessary. Director will also proofread and do final sign-off.
- Ensure all Little Hands materials are mistake free!

**June:** Research rates and application methods for hanging banner in local towns. In coordination with Publicity Board Member and Director, develop strategic plan for hanging banner at critical times, such as registration, and share with Publicity Board Member.

**July:** Complete applications and hang banner as determined. Work with Publicity Board Member to proofread Handbook.

**August-May:** Proofread website/marketing and other school materials as needed. Help proofread materials for upcoming fundraisers. Proofread materials on website as needed.

**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:** 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.

**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 Publicity Board Member for signature.

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

The Photographers are responsible for:

- Taking pictures at events and classes
- Printing out photos and making collage posters showcasing the events (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 shared site.
- Working with the Photography Coordinator to create photo slideshows and the Little Hands Yearbook, if applicable.

**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 Photographers) to discuss the following:

- Little Hands Photo Release Policy
- Attendance at Little Hands events such as the Ice Cream Social, Halloween Party, Auction, Talbot's Toy Night, Pancake Breakfast, and Run/Walk Fundraiser.
- 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 the teachers to get pictures of all children the first two weeks of class; send each class' photos to that teacher (in electronic file).

**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.

**May:** Help promote and sell Yearbook, if applicable.

**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 Publicity Board Member for signature.

Job Title:       **Auction Leads**  
No. Assigned:  2  
Reports To:     *Ways and Means and 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 Ways and Means 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). The Auction Leads must obtain a good working knowledge of the schoolauction.net database. The Auction Leads are also responsible for preparing a final report for the Ways and Means Board Member regarding proceeds and participation at 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 Lead, 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 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. Obtain permit from ABC (SF) for serving alcohol.
- Auction: Oversee live auction, silent auction, and raffle, coordinate with Solicitation Committee to organize auction items and categorize (live, silent, raffle), package items in schoolauction.net 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, set up and take down of the auction at the event (live, silent, raffle), and follow up on outstanding auction items and issues.
- Finance: 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 Auction Committee will be contacted by the Ways and Means Board member and/or the Auction Leads with the date of the committee get-together so that you can meet team members, begin planning and work with Ways and Means Board Member and/or Lead on specific job assignments.

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

**November through February (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:** When you have completed your required job hours and Maintenance Day, fill out the Job Completion Form and return to Ways and Means or Events Board Member for signature.



Job Title:       **Auction Finance Lead**  
No. Assigned:   1-2  
Reports To:     *Ways and Means Board Member & Treasurer*

The responsibilities of the Auction Finance Chair include the following:

- Become familiar with schoolauction.net software system.
- Oversee all incoming RSVPs into a tracking spreadsheet daily or several times a week.
- 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 Ways and Means 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 Ways and Means Board Member and Board 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 Ways and Means Board Member and Staff to upload event credit card information from terminals to a tracking spreadsheet.
- This is a great job, but takes a lot of time all at once in January and February - but then you are done for the year.

**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 Ways and Means or Treasurer Board Member for signature.

Job Title:       **Auction Finance Team**

No. Assigned:  3-4

Reports To:     *Auction Finance Lead & Ways and Means Board Member*

Auction Finance Team Members will be responsible for learning the auction finance software program, 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, and 3-4 hours immediately following the auction for reconciliation.

**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 Ways and Means Board Member for signature.

Job Title:       **Donation Lead**

No. Assigned:  1

Reports to:     *Ways and Means 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 Ways and Means 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 Ways and Means or Business Development Board Member for signature.

Job Title:       **Donation Coordinators**  
No. Assigned:  10  
Reports To:     *Ways and Means Board Member*

The Solicitations Committee will work as a fun, collaborative team to help bring in school donations. Little Hands over the years has established a great network of support with local vendors and national businesses. As a solicitation committee member 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 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 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.
- Manage schoolauction.net database to enter all solicitations.
- Follow up and collect items.
- Send thank you letters to sponsors and donors after each event.

**Experience:** Sales experience may help, but is not required. Enthusiasm is the key requirement!

**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 Ways and Means Board Member for signature.

Job Title:       **Donation Administrator**  
No. Assigned: 2  
Reports To:     *Ways and Means Board Member*

The Donation Administrator helps manage the solicitation database by filing and entering donations received for the annual auction. The Donation Administrator also prepares thank you notes. Most of the work will be done around and at the time of the annual auction.

This job requires someone with experience with excel and/or someone who is computer savvy.

In order to fulfill the minimum co-op job hours commitment, the Donation Administrator might need to perform a specific job function for smaller events during the year or other areas. Please contact the Ways and Means Board Member if you need additional job hours at the end of the annual auction.

**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 Ways and Means Board Member for signature.

Job Title:       **Donation Packaging Committee**  
No. Assigned:  3  
Reports to:     *Ways and Means 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 held in February. 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 in February, immediately preceding the auction. This committee requires strict attention to detail as we have hundreds of donations to coordinate.

**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 Ways and Means Board Member for signature.

Job Title: **Talbot's Coordinator**  
No. Assigned: 1  
Reports To: *Events Board Member*

### **Talbots:**

The Talbot's Coordinator organizes Talbot's Toy Night, a fun social event for Little Hands parents and alumni 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 goes to Little Hands. The Coordinator is responsible for the event, including coordinating with Talbot's staff, publicity for the event, refreshments, and organizing a family giving tree for Family Connections and Little Hands.

**August:** Events Board Member will contact you with the date of shopping night and to coordinate a meeting to review the event in September.

**September:** Review the event with the Events Board Member and decide on a timeline

### **October:**

- Determine deadline for website & announcements regarding the event. Publicize event as a social event, inviting alumni as well as current families.
- 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 at the event.
- Meet with Committee members to go over the event and assign job responsibilities.
- Organize a plan for the refreshment table with holiday decorations. Determine what the committee members will make and what donations of food and beverage the committee will solicit for the event. Consider asking the board to donate a bottle of wine each. If solicitation is decided, coordinate with Ways and Means.
- Contact Community Outreach Coordinator to see if a Giving Tree for Family Connections will be at Talbot's Night.
- Contact the Director to see if Little Hands will have a Giving Tree.
- Review box of items in Little Hands attic for Talbot's Toy Night to determine what can be used (tablecloths, 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 event and supervise committee. Have committee member(s) at the door greeting families and signing people in to help us 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). Please offer extra food to the Talbot's staff.
- Provide final numbers of attendees and funds raised to Events and Ways & Means Board Members.
- Write up a brief summary and Thank You to committee members for announcements.
- Check with Solicitation Committee to make sure Thank You letters are sent to anyone who donated items.
- Write up a detailed summary for next years' coordinator, provide a copy to Events Board Member.
- Follow-up with photographers to make sure posters of the event are hung ASAP (before holiday break!)

### **April:**

- Contact Director as ask what day for the next school year should be reserved.
- Contact Talbot's and reserve next year's date.

**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 Events Board Member for signature.

Job Title: **Halloween Party Lead**  
No. Assigned: 1-2  
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 Ways and Means 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 Ways and Means 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.

**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 Events Board Member for signature.



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 Ways & Means 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 with Purchaser 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 Ways and Means 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.

**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 Events Board Member for signature.

Job Title: **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 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 Ways & Means 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. This will start at 5-6am and end about noon. 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.

February: If time permits, may assist and help organize kitchen volunteers for annual auction.

**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 Events Board Member for signature.

Job Title: **Little Hands Walk n' Stroll Lead**  
No. Assigned: 2  
Reports To: *Ways and Means 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 Ways and Means Board Member to secure entertainment and vendors through sponsors and donations (Face Painter, Juggler, Book Sellers, etc.)
- Contact the Ways and Means Board Member for leftover Auction items to use for the Raffle. Determine if any additional items need to be secured.
- Research using [schoolauction.net](http://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.).

**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 Ways and Means or Events Board Member for signature.

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 to maintain a running list of tasks that need doing. 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 Projects 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 Projects 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 Projects Days should be scheduled in May/June preceding the school year and may be adjusted depending on the availability of the Projects Committee members, and the school and church calendars.

**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 Facilities Board Member for signature.

Job Title: **Projects Committee**  
No. Assigned: 8-10  
Reports To: *Projects Coordinator*

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.

**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 Facilities Board Member for signature.

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/maintdates](http://www.littlehands.org/maintdates).

**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 Facilities Board Member for signature.

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 Member in June and should be double checked at [www.littlehands.org/maintdates](http://www.littlehands.org/maintdates) for availability before signing up for this job.*

*The Maintenance Assistants (usually in pairs) are responsible for running the 6-9 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 make up 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.

**By end of the year:** When you have completed your required job hours (which in this case includes your own Maintenance Day), fill out the Job Completion Form and return to Facilities Board Member for signature.

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 at [www.littlehands.org/maintdates](http://www.littlehands.org/maintdates) 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 schedule below, 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!

**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 Facilities Board Member for signature.



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.

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

**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 Facilities Board Member for signature.

Job Title: **Purchaser/Emergency Preparedness/Safety**  
No. Assigned: 1-2  
Reports To: *Facilities Board Member*

Work with the other Purchaser to maintain supply of kitchen, emergency, and miscellaneous supplies throughout the school. **NOTE:** Work with Director at beginning of the year to determine how to be more “green” (i.e. 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 150 families. Have sufficient backup 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, and carefully track whether expenses are for kitchen supplies, cleaning and maintenance supplies, 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 Purchasing Checklist 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) Rubbermaid shed near large climber, 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. Refill large blue water containers located in the back play area near large climber in August and February. Coordinate with Facilities Board Member as to whether this will be done on Maintenance Days.

Perform safety check of all equipment; 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.

**Monthly:** Check inventory of items. Also check “Purchaser Checklist” in Kitchen (attached to clipboard – 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 is in the Director’s box in the art room.)

\*\* Whether it is his/her scheduled month or not, each Purchaser should still check on his/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 on the Reading Corner Shelf.

\*\* 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).

**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 Facilities Board Member for signature.

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

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

NOTE: the 2015-16 school year will be a unique year, requiring the design, ordering and sale of a 40th Anniversary t-shirt but stock on hand in attic should also be made available.

July/August: 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. Current t-shirt vendor is CustomInk but new, less-expensive vendor should be considered. Yolanda at B&B Designs (650-873-5552, [youjack1@aol.com](mailto:youjack1@aol.com)) has been suggested.

Use [littlehandsmerchandise@gmail.com](mailto:littlehandsmerchandise@gmail.com) to manage orders and correspond with vendors. Determine events where merchandise can/should be sold. Possible events include: Orientation, Ice Cream Social, Halloween Party, Pancake Breakfast, Walk n' Stroll. Arrange to obtain petty cash and cash box from the Board Treasurer before each merchandise sales event and then return money and accounting of sales to Board Treasurer. Adjust inventory as needed. If you need volunteers at an event please notify the Jobs Board member at: [jobs@littlehands.org](mailto:jobs@littlehands.org).

**September:** Put blurb in first announcements encouraging families to order or purchase t-shirts as soon as possible to make sure they have them in time for class photos in early October. Consider enlisting Publicity to help advertise in both classrooms as well.

**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 if needed.

**End of the year:** When you have completed your required job hours and Maintenance Day, fill out the Job Completion Form and return to Publicity Board Member for signature.

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 San Mateo Council Representative works with the VP of Communications to educate Little Hands Parents on the Council's Consultant Service and spearhead the participation of Little Hands in council events when necessary.

The SMC Rep, with the assistance of Community Outreach Coordinator, is also responsible for overseeing the coordination of one or two community outreach events per year for Family Connections (FC), a preschool program for low-income families and a Little Hands sister school. These events may include activities such as: a Giving Tree project to raise supplies for FC, hosting a "holiday" party (Halloween, Valentine's Day, Easter, etc.) at one of the FC sites, or other activities to be determined between Little Hands and Family Connections. You will need to check with the Director about age appropriateness of activities at the sponsored parties for Family Connections.

Additionally, the representative will serve as liaison with Family Connections. Founded by Little Hands in 1993, Family Connections (FC) is a tuition-free, parent-participation nursery school for low-income families with sites in East Palo Alto, Menlo Park and Redwood City. The SMC Rep is also responsible for overseeing the coordination of one or two community outreach events to support FC. In 2012-13 we hosted the holiday Giving Tree as well as a FC Valentine's Day Holiday party at their Redwood City site. In the recent past, we have done a winter holiday "Giving Tree" and a spring picnic at Burton Park.

The representative will also be responsible for helping promote the Consultant Night held in March. At Consultant Night, 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.

**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 the Board President for signature.

Job Title: **Grant Writer**  
No. Assigned: 1  
Reports To: *Business Development Board Member*

The Grant Writer will work with the Business Development Board Member to support fundraising efforts and the Little Hands budget. The Grant Writer's responsibilities include:

- Works with the Business Development Board Member to draft a strategic plan describing grants to pursue, why, and timeline.
- Conducts any necessary research into existing grants for preschool/education nonprofits related to the Little Hand's philosophy, student population, needs, etc.
- Identifies a minimum of 2-3 grants to pursue each year.
- Develops a calendar of due dates for grants and due dates for drafts to be submitted for review by the Business Development Board Member and Director before they are submitted.
- Acts as the contact for Little Hands with any grant-making organization.
- Obtains any necessary information on past organizations that received the grant and the organization giving the grant to help when drafting the proposal.
- Meets with the Business Development Board Member to strategize the appropriate points to hit when writing the grant. Writes the first draft of the grant and submits it for review to the Business Development Board Member.
- Edits the 1st draft based on feedback by the Business Development Board Member. Submits Draft 2 to Director and Board President for review and edits. Integrates Director's feedback and edits into the draft. Submits final document.
- Communicate with the Treasurer regarding any bookkeeping requirements set by agencies supplying grants.
- Advise Board Members on ways that the school could improve its qualifications for grants.
- The ideal candidate will be able to start during the summer - this is a highly flexible job time wise but several grants have fixed deadlines

**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 the Business Development Board Member for signature.