



Lake Country Kindergarten Preschool Co-op Jobs List

As a non-profit Co-op, LCK is able to keep costs low by using parent resources whenever possible.

Every Co-op family will be required to choose one (1) Co-op job to help ensure the successful operation of LCK.

LCK values your time and energy and understands that the level of involvement will vary from family to family. In order to assist you in determining the right job for you, we've categorized each job with regard to the time commitment necessary. Please know that every Co-op job is needed to help the Co-op run smoothly and that we sincerely appreciate and value the time you spend working to benefit your child and LCK. Please review the job descriptions below and be sure to sign up for a Co-op job at Parent Orientation. Thank you in advance for your help!

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| <p>HIGH LEVEL OF TIME COMMITMENT (Weekly or Biweekly)</p> |
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Milk Person (2 people): This person is responsible for picking up the milk needed each week for their class throughout the year. Milk (2%) is brought to school every Monday at drop-off time and placed in the 4K and 3K (LCK office) refrigerators. Reimbursements are completed with the Treasurer. Need one person per 3K and 4K.

Scholastic Book Coordinator (4 people): Work together with the 3K and 4K classes to distribute book order forms throughout the year. Collect orders every other month and tally for final order to give to teachers. Sort and distribute books when they arrive. Need one person per each class.

Newsletter Editor (1 person): Works with the VP of Operations and is responsible for the production of a monthly newsletter to be distributed to the general membership by the 3rd of each month. A template on MS Word will be provided. Teachers and LCK Officers will provide some input. Prints copies to distribute to family, teacher and officer mailboxes and sends by email to group email loop. Need one person per Co-op.

4K Lunch Program Coordinators (2 people): Beginning in January of each school year, the 4K children will be offered the opportunity to enjoy a hot lunch each Monday in the cafeteria from 11:30am to 12:15pm. The lunch program coordinators will be available each week to:

- Sign out the 4K children at 11:30am (at the classroom)
- Lead the children to the cafeteria, assist with getting food, finding a place to sit, table manners, line up to leave the cafeteria, etc.
- Supervise recess (if time permits)
- Make sure all children have been picked up by their parents/caregivers
- Create and maintain the volunteer sign up list (each family who signs up for the lunch program is required to work a minimum of two Mondays during the rest of the school year)
- Create a weekly list for kids/parents to indicate their lunch choice
- Obtain choices on Wednesday for the following Monday's lunch.
- Call in the lunch choices to the North Lake cafeteria staff by Friday for the following Monday's lunch

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| <p style="text-align: center;">MEDIUM LEVEL OF TIME COMMITMENT (Monthly or Bimonthly)</p> |
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Bulletin board (2 people): This person will keep the bulletin boards neat and up-to-date throughout the year. Will need to check the bulletin board mailbox regularly for items to post and should remove old postings when necessary. May receive requests to post items from teachers and LCK Officers. Need one person per 3K and 4K.

Class photographer (4 people): This person should obtain use of the LCK digital camera to take photographs during field trips, special programs, etc. throughout the year. May be required to have pictures developed or printed. Reimbursements will be completed with the Treasurer. Need one person per class.

Class prep helpers (8 people): Help teachers cut out patterns, assemble crafts, make copies, laminate, etc. for the children to use in craft projects throughout the year. Complete any class preparation requests in a timely manner for the teachers. This may include take-home items. Need two people per class.

Focus on family coordinator (2 people): Contacts and schedules Co-op families to create a one-page sheet that highlights their family. Will post on the bulletin board outside each classroom. Will work with classroom teachers and/or aides. Need one person per 3K and 4K.

Grocery receipts (1 person): Collects, sorts and submits receipts from Piggly Wiggly and Sentry grocery stores. Works with the Treasurer. Need one person per Co-op.

Hospitality (2 people): Sends cards, acknowledgements, etc. to Co-op members, friends of the Co-op and business relations as directed by the Officer's Board. This may include a monthly birthday mailing and a holiday mailing. Need one person per 3K and 4K.

Librarian (1 person): Organize, maintain and promote the LCK Parent Resource Library. Keep track of checkout sheet, make sure books are returned and send thank you notes for donated books. Need one person per Co-op.

Special day helper (4 people): Works with teachers to help with children as needed for special days such as picture day, Halloween parade, Valentine's Day, VIP nights, hearing screening, etc. Need one person per class.

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| <p style="text-align: center;">LOW LEVEL OF TIME COMMITMENT (Once or Twice annually)</p> |
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Bylaw committee (2 people): Works with the VP of Operations to review LCK's Bylaws annually. Meets formally in early January of every school year to review the Bylaws and find out from LCK members, staff or Officers if there are any requested changes. Any changes made must be voted upon in February by the Co-op with a 2/3 majority to pass any changes. The Bylaw committee creates a ballot used to vote on changes. Need one person per 3K and 4K.

Classroom substitute teachers (unlimited): Help in the classroom when the teacher cannot attend class due to illness or other absence. Will work with the remaining teacher or teacher aide. Please indicate if you have a teaching degree or certificate and also if we can call you with minimal notice.

Computer person (1 person): Has working knowledge of computer software and hardware. Helps with setup of computers, software installation and troubleshooting as needed. Works with classroom computers and office computer. Need one person per Co-op.

Creative enrichment program planner (2 people): Looks for opportunities to provide fun and interesting programs for all classes and the surrounding

community as an extra fundraising event. Works with VP of Communications and Class Representatives. Set up meeting in October to plan one large event such as an auction, fun fair, animal show, etc. to be completed during the school year. Will have to present options to the LCK Officers. Need one person per 3K and 4K.

End of year/graduation planners (8 people): Meets in early April to plan LCK's End of Year Celebration and Graduation in May. Organizes food, entertainment, teacher presents, decorations, etc. Checks with teachers regarding necessary stage setup, table decorations, etc. Works with North Lake School custodians for setup for tables, stage, electric, etc. for party. Works within set budget established by the Officer's Board. Need two people per each class with one chairperson.

Handy person (2 people): Need people that can fix toys, shelves, put furniture together, help with maintaining items, etc. Need one person per 3K and 4K.

Holiday party planners (8 people): Meets in early November to plan LCK's Holiday Party in December. Organizes food, entertainment, decorations, etc. Advises Class Representatives of children's presents to be purchased and gifts to be wrapped in early December. Sets up a surprise visit from Santa. Checks with teachers regarding necessary stage setup, table decorations, etc. Works with North Lake School custodians for setup for tables, stage and electronic needs for party. Works within set budget established by the Officer's Board. Need two people per each class with one chairperson.

Laminators (2 people): Uses the North Lake School laminator to laminate items as needed by teachers and Officer's Board. Will be given instructions. Need one person per 3K and 4K.

Nominating Committee (3 people): Works with the VP of Operations to recruit new Board Members. Meets in December to prepare the ballot for the February Officers Board election. Committee will post election notices in January and educate members on the election procedures. Need to obtain letters of intention from Co-op members seeking a position on the Officer's Board. Will tabulate election results and report to the Officers Board. Need three people per Co-op.

Toy cleaning committee (8 people): Helps with the cleaning and disinfecting of toys and furniture in the classroom at the beginning of each semester or as needed. There is a minimum of two cleanup sessions. This is done when school is not in session usually in the morning for an hour or two. Children are allowed to come if necessary. Need two people per each 3K and 4K class.

Videographer (4 people): This person will work with the pictures obtained throughout the year to organize a DVD to be distributed to the Co-op at the

end of the year. Also, the videographers will record the Holiday, Mother's Day and Graduation programs each year. Experience and equipment for this job would be great but not necessary. Need one person per 3K and 4K class.

Wish list coordinator (2 people): Creates an interesting and thematic wish list (moon/stars, tree/leaves, etc.) for needed classroom/Co-op items. Donation ideas should be received by the LCK teachers or officers. The Coordinator designs the wish list, collects donations and sends thank you notes to anyone who donates. Need one person per 3K and 4K.

OFFICER BOARD POSITIONS

President, Vice President of Operations, Vice President of Communications, Treasurer, Secretary & Class Representatives
VERY HIGH LEVEL OF TIME COMMITMENT

CLASS REPRESENTATIVES (4 people): This is an LCK Officers' Board position. Elections are held during the first full week of school in September and the term begins immediately following the election. **First and foremost, the class representative serves as a positive and responsible advocate for LCK in general and as an effective liaison between parents and teachers.** Duties include preparing snack lists and calendars, creating the class call chain, assist/communicate with party planners, provide information to newsletter editor when necessary, organize a social outing once per semester, attend monthly LCK Officers Board meetings and perform other miscellaneous duties as outlined in the Class Representative Job Duties list. Eligible to receive annual honorarium. Need one representative per class.

Please contact the President if you are interested in a Class Representative Board position for this year!

The following Officer Board positions are elected in February of the previous school year. If you are interested in any of these positions for next year, please contact your current President. Only one person is needed for each position.

PRESIDENT: Direct the affairs of the school. Conduct and facilitate Board meetings. Does not have a vote on the board, but can break a tie if necessary. Performs other duties as outlined in the President Duties List. Eligible to receive annual honorarium.

VICE PRESIDENT OF OPERATIONS: Help President and other Board Members with tasks as needed. Prepare a Co-op evaluation form, distribute to all members, collect and compile responses and prepare a report for the board. Direct Nominating committee and Bylaw committee for elections in February. Ex-officio member of all committees. Coordinates with VP of Communications. Performs other duties as outlined in the VP of Operations Duties List. Eligible to receive annual honorarium.

VICE PRESIDENT OF COMMUNICATIONS: Direct communications with outside agencies including future collaborations, joint ventures, outside venues, etc. Determine best way in which to advertise LCK for further exposure in the community. Coordinates with VP of Operations. Performs other duties as outlined in the VP of Communications Duties List. Eligible to receive annual honorarium.

SECRETARY: Responsible for the entire enrollment process including phone calls, mailings and class lists. Takes attendance, records and distributes minutes of all general and Board meetings. Sends thank you notes and correspondence requests as needed. Performs other duties as outlined in the Secretary Duties List. Eligible to receive annual honorarium.

TREASURER: Responsible for maintaining a complete set of records, preparing monthly and annual financial reports including the budget, making all financial deposits and disbursements as needed including payroll. A general accounting knowledge is needed and experience with QuickBooks or a willingness to learn is necessary. Performs other duties as outlined in the Treasurer Duties List. Eligible to receive annual honorarium.

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