

TRAVERSE CITY COOPERATIVE PRESCHOOL
JOB DESCRIPTIONS - 2017/2018

Each co-op member must perform a “job” at the preschool. All jobs are supervised by a board member or by the teacher. We do our best to accommodate your specific request. Please review the job options below and indicate your 3 choices (i.e. B2, E3, F1) on the application where requested. Members will also be asked to assist in fundraising or marketing events throughout the year.

Building and Grounds Crew

B1 – CLEANING COORDINATOR

Must be a current member. Maintain current list of cleaning bee participants for Building and Grounds Chairperson. Provide information to cleaning bee captains regarding specific cleaning needs for each monthly cleaning bee. Maintain cleaning supplies and oversee needs of cleaning bee captains.

B2 – CLEANING CAPTAIN

Captain two cleaning bees. Remind members signed up for your cleaning bee of their obligation. Report back to the Cleaning Coordinator after completing each cleaning bee regarding supplies, accomplishments, etc. Cleaning bees are held once/month throughout the entire year (could be a summer job). Need 6 people.

B3 – BUILDING & GROUNDS ASSISTANTS

Assist with various Building & Grounds duties including weeding and watering. Assist with mowing of grass mounds, raking leaves and shoveling snow around playground areas.

Events and Information Crew

E1 – CLASS SCHEDULER

Prepare and disseminate schedule of assist parents in your child’s class. Need 1 Class Scheduler for each class. Must be a current or previous member.

E2 – HEAD CLASS SCHEDULER

Must be a current or previous class scheduler. Oversee class schedulers and orientate them on how to prepare assist schedules. Will be class scheduler for your child’s class.

E3 - SPRING FLING COORDINATOR (previously E5)

Plan spring fling with the Events and Information Chairperson. Oversee volunteers to set-up and manage spring fling.

E4 - SPRING FLING ASSISTANTS (previously E6)

Help with set up and cleanup event. Will also work different stations at the event.

Secretary’s Crew

S1 - HEALTH COORDINATOR

Maintain an up-to-date file of all health records, emergency cards, and the allergy list. Must have excellent organizational skills. Must be available to attend the Fall Orientation. Should be a nurse.

More on back!!

Membership Enrichment Crew

M1 - PARENT EDUCATION ASSISTANTS

Assist Membership Enrichment chairperson with Parent Ed events throughout the year. (need 4-6)

M2 - BABY SWAP COORDINATOR *New!!

Organize social gatherings in September and October for parents who may need childcare for siblings during assist days.

M3 - FALL FAMILY FUN NIGHT COORDINATOR (previously E3)

Coordinate and plan Fall Family Fun Night. Oversee Fun Night Assistants to set up and manage Fall Family Fun Night.

M4 - FALL FAMILY FUN NIGHT ASSISTANT (previously E4)

Help with set up and cleanup for event. Will also work different stations at the event.

Teacher's Crew

T1 - PLAYDOH

Make play doh at the teacher's request using preschool recipe. Need 3 people.

T2 – LAUNDRY/SEWING

Launder and repair towels and paint shirts as needed. Check laundry weekly. May need to deliver clean laundry to the preschool prior to your next scheduled class. Need 2 people.

T3 - BOOK CLUB COORDINATOR

Receives, separates and distributes book club flyers to families. Provides families with log in information, class code and deadline for ordering books. Will place class orders via the Internet website. Will help sort individual orders for classroom distribution, if needed.

Fundraising Crew

F1 - FUNDRAISING ASSISTANT

Assist Fundraising Chairperson with fundraising and special events such as sales, plate and mug, school pictures, etc. .

Admissions Crew

A1 - ICE CREAM SOCIALS ASSISTANTS

Plan fall socials with the teacher and Admissions Chairperson. Oversee volunteers to set-up and manage fall socials. Coordinate volunteers, appearance of school grounds (flowers, debris removal, balloons, etc. Current member preferred.

A2 - PRESCHOOL DIRECTORY

Assist Admissions Chairperson on formatting and distributing preschool directory.

President's Crew

P1 - GRANT WRITER

Prepare and submit grant application for at least one grant during the school year. Suggested sources for grants include, but are not limited to, the Traverse City Rotary, the Exchange Club, etc.

P2 - CO-OP CREW

Assist in a variety of ways throughout the year as needed.