

Glenora Preschool: Brief Description of Jobs

(If you require more complete descriptions for each job,
please contact the teachers at 780-452-0120)

Please note: The fundraising committee is the planning committee for the annual silent auction and dance. All pre-school families, regardless of their other volunteer position for the preschool, are required to assist with the fundraising event. There are a variety of jobs to suit your availability and interests - set-up, clean-up, securing auction items, wrapping donations, decorating, etc. Sign-up sheets will be available at the September General meeting for families to indicate how they can help.

Board Positions: Must fill out a "Willingness to Serve" form if interested in these positions.

Vice President(one position and must be returning to the preschool the following year)
Sits on board, learns about running the Preschool from the current President and takes over President's job the following year. Handles Preschool licensing.

Assistant Treasurer(one position and must be returning to the preschool the following year)

Sits on board, assists Treasurer by handling all deposits of money and takes over Treasurer's job the following year. Some financial background an asset (e.g., accountant, bookkeeper, small business owner, etc.)

Assistant Registrar(one position - must be returning to the preschool the following year)

Sits on the board, assists the Registrar by helping with the registration process, coordinates roster and takes over the Registrar's job the following year. Must agree to have home phone number on the Preschool's out-going voice message. Must be computer literate and co-ordinate the preschool's website.

Fundraiser Coordinators (2 positions preferably returning to preschool the following year)

Sits on board, are responsible for chairing the fundraising silent auction/dance committee. They will be responsible for organizing the event and delegate tasks and monitor the progress of the committee.

Non-Board Positions:

Roster& Communications (one per class) - required to set parent duty day roster from September to January and February to June. Responsible for communicating with all parents in your child's class to remind them of important upcoming events such as meetings, photo day, field trips, fundraising responsibilities or any emergency calls that need to be made to all families. Responsible for distributing updated class lists to classmates throughout the year. Coordinates the meet-and-greet on the first day of classes.

Special Events (one per class) - Provides cups, napkins and party decorations as well as "snack" sign-up sheet for special events (e.g., Halloween, Christmas party, etc.) Your parent duty days will also fall on these special days.

Field Trips (one per class) - type information and permission slips, collect signed forms, notify volunteers and report information to teachers.

Social - set up for all three (3) general meetings at the preschool as well as providing treats and beverages.

Laundry& Sewing - once a week takes the laundry to wash and returns it to the school. Occasionally you will be asked to wash the dress-up clothes. Access to a car is important for this job due to the amount of laundry you will be taking home on a regular basis. Makes repairs to our dress-up clothes or paint shirts and contribute new dress up costumes when requested.

Fundraising - helps plan the annual silent auction and dance. There are many different roles you may take on within this position: decorations, gathering auction items, helping to organize food and drinks, helping with set up and take down, etc. WILL BE REQUIRED TO ATTEND MONTHLY MEETINGS up until the silent auction night.

Cleaning Bee Coordinator - organizes a Saturday Cleaning Bee every 6 weeks and ensures that the necessary supplies are on hand. This job requires that you be available to open the classroom at 10:00 a.m. and lock up again at noon (or when they are finished) every Saturday a Cleaning Bee is scheduled. You must keep track of everyone who attends and ensure that every family has completed one before the end of the school year. Teachers provide guidance as to what specific jobs need to be done.

Auditor - Conducts a financial audit and presents it at the September General meeting. Some financial background an asset (e.g., accountant, bookkeeper, small business owner, etc.)

Art Gallery Night Assistant - During the week of Art Gallery Night (early May), helps organize and set-up Art Displays. Must be available during the week of the event and have child-care arranged for the afternoon before, the day of and morning after.