

KPCP Committee Position 2018-2019

Family involvement in the operation of our cooperative preschool is vital to our success. We have many tasks, both big and small, that combine to give our program its wonderful depth. As a volunteer organization, each and every job is very important. Our work and support provides our children with a wonderful place to grow and learn. We appreciate your commitment to our school and the children.

Please look over the list of committees. You have until September 28th to decide what position you would like to sign up for. The sign up list will be available at paperwork in the park and at parent orientation. You will list your top 3 desired positions so please read this over and come prepared with your choices. Positions will fill quickly so if you have a preference please sign up ASAP. As of October, if you have neglected to sign up for a committee or job then a position will be assigned to you.

*Note for families attending Grace site: Please list at least one Grace site specific committee in you top three choices as those need to be filled first. (Ex. **Facilities Committee**)

Overseer: President/Co President

- **Alumni Scholarship Committee (2 positions)**
 - Coordinate with KPCP president, teachers, and high school staff to view Scholarship Notebooks and help to determined scholarship awardees. May require you to attend an event at the high school and/or pick up the notebooks from the high school for review.
- **Blending Events Committee (2 positions)**
 - Coordinate monthly preschool wide blending events. Make any reservations needed and notify the preschool of the upcoming events.

Overseer: Vice President/Membership

- **Outreach Recruitment Committee (3 positions)**
 - Assist membership with outreach events such as the Livable Fair, Jamboree, etc. Plan on committing to at least one outreach event for the school year.

Overseer: Fundraising Chair/Publicity

- **Special Events Committee (4-6 positions)**
 - Assist with organizing special events for the year. This committee will be in charge of planning, organizing and publicizing smaller fundraising events and other preschool events throughout the year. Event include restaurant takeovers, used gear sales, greeting card making event. Requires attending planning meetings throughout the year.
- **Trike-A-Thon Committee (4-6 positions)**
 - Assist Fundraising Chair with tasks related to the Trike-A-Thon. Tasks include soliciting donation in person and online, picking up donations, passing out flyers, event prep, etc. The bulk of this committee's duties will be performed from January-March. This committee requires members to meet a few times to prior to the event. You can expect to contribute 15-20 hours on the committee over a 3 month time period.
- **Photographer (one per class) (4 positions)**
 - This is a great opportunity for someone who likes taking photos. You must have a way to take photos, a camera is not provided. Requires you to coordinate with your teacher to arrange at least one day in class to take photographs. You should also be available to take photos at events such as the livable fair, Trike-A-Thon, etc. Have photos printed at the request of the teacher
- **Web Assistant (1 position)**
 - Assist Publicity Chair with keeping the website current. Coordinate with photographers to upload classroom and event photos. Helps with promotional videos or brochures for the preschool. May help with social media presence.
- **Grant Committee (2-3 positions)**

- o Research and write grants based on current needs of the preschool. Grant writing experience a plus. Communicate with Fundraising Chair to track progress of grants.

Overseer: Secretary

- **Hospitality Committee (one per site) (3 positions)**
 - o At the direction of the secretary, write and deliver greeting cards for major life events, set up a meal trains for a family if needed and any other kind gestures.

Overseer: Parent Ed

- Parent Education Assistant
 - o Assist in planning and organizing quarterly parent educational opportunities such as The Nutcracker, Museum meetups, screen free week, etc.

Overseer: Class Representatives (1 rep per class)

- **Substitute Teacher (one per class) (4 positions)**
 - o Substitute for the Teacher when needed. Attendance at the substitute workshop by Bates Technical College as well as a current First Aid & CPR card are required. Teachers approval needed for this position.
- **Classroom Assistant (one per class) (4 positions)**
 - o Make playdough when teachers requests, prep future art projects and refill glue, paint, etc. as needed. Check in with teacher weekly to inquire about class prep needs.
- **Art Helper (one per class) (4 positions)**
 - o Communicate with teacher and distribute children's art weekly as requested by your teacher. "Monday Helper"
- **Field Trip Coordinator (one per class) (4 positions)**
 - o Communicate with teacher regarding dates, theme and location. Create and distribute flyers to class with information about the field trip. Coordinate with field trip site if needed. Organized trip fees if needed.
- **Scholastic Book Order Assistant (one per class) (4 positions)**
 - o Assist teacher with Scholastics orders. You may be asked to distribute and collect Scholastic Book Order Forms, submit orders and payments to Scholastics and distribute orders to families.
- **Facilities Committee (For Grace Site Only) (3-4 positions)**
 - o Coordinate laundry to be collected, washed and return promptly once per month.
 - o Communicate with teacher regarding classroom supply needs. Organize and track disposable goods. Purchase classroom toiletries, snack supplies and other miscellaneous disposable supplies as needed. Deliver them in a timely manner and turn in a receipt with reimbursement form to treasurer.
 - o Organize monthly deep cleaning and arrange for volunteers to help. Fridays after class may be a good time. **See Deep Cleaning Checklist.**
 - o Coordinate with teacher and class rep to keep bulletin board up to date.
 - o Organize regular collection and trips to the transfer station for recycling
 - o Organize and maintain facility at the request of the teacher, church or board.
- **"Thank You" Coordinator (Grace Site Only) (1 position)**
 - o Organize and take a "Thank You" to the church office once a month. This can be a baked good, flowers, children's art, etc. Plan the end of year "Thank You" for the church.
- **Library Runner (Grace Site Only) (1 position)**
 - o Communicate with teacher to check out and return library books regularly to support classroom curriculum and current themes.