

Co-Op Job Descriptions

Executive Board Positions

Co-Presidents: Two people who provide leadership; work closely with head teacher and educational advisor to monitor operation of school; plan and chair board meetings and All School Meetings; oversee committee functions and financial operations; act as mentor to next year's Co-Presidents if available in the following year. Prior board experience helpful.

Co-Vice President Admissions: Take calls regarding admissions process; send and process applications; register current, alumni, and new families; welcome new families; assist at Open House and Orientation; work closely with Co-Presidents and Tuition Collector. Communicate and coordinate admissions efforts with chairs of Orientation, Tours and Publicity. Computer experience required. May be asked to assume Co-President position if one of the elected Co-Presidents is unable to fulfill their term.

Orientation/Admissions Assistant: Provide information to new families about philosophy and structure of school; distribute paperwork to new and returning families, including handbooks and summer packets; work closely with Admissions VP to plan September orientation meeting for parents; Assist the Admissions VP with all admissions functions. Create and update class lists. Ideally, should have interest in assuming Admissions VP position in future years. Prior board experience helpful.

Tour Coordinator: Take calls from families interested in touring the school, schedule and host tours. First-hand experience in all of Child's Play classes preferred. Must have complete understanding of Child's Play educational and cooperative philosophy. Assist the Admissions VP with all admissions functions. Reports directly to Admissions VP. Prior board experience helpful.

Co-Vice President Long Range Planning (LRP): Address issues within the Co-op that could impact the philosophy, structure or stability of the school. Recommend policies and changes that will help ensure the long range vision and stability of Child's Play. Coordinate annual short survey and long survey. Interact regularly with Co-Presidents, Treasurer, Admissions VP, teachers and Educational Advisor to understand all issues facing the school. Attend Finance Committee meetings. May be asked to assume Co-President position if one of the elected Co-Presidents is unable to fulfill their term.

Long Range Planning Committee: Attend all LRP meetings. Assist committee in researching issues and policies, gathering consensus, and formulating committee recommendations. Previous committees have addressed hiring and defining the role of an Educational Advisor, staff salary and compensation, NAEYC accreditation, etc.

Treasurer: Take an active role in developing budget for following years; monitor current budget; consult with other members of finance staff; schedule and chair finance committee meetings; monitor surplus allocation. Oversee Assistant Treasurer, Tuition Collector and Payroll. Work closely with Fundraising committee. Review all monthly financial activity with Co-Presidents before board meetings, provide financial updates at board meetings and All School Meetings. Strong financial accounting background helpful; must have a computer; computer spreadsheet experience required.

Assistant Treasurer: Record deposits, pay bills, maintain books, prepare monthly budget report for meetings, communicate monthly activity details to Treasurer, assist outside accounting firm in preparing annual taxes; financial accounting background helpful; computer spreadsheet experience required. Sits on Finance Committee. **May be required to attend some board meetings.**

Payroll Manager: Provide payroll company with staff and compensation information at start of school year, report staff sick/personal days to payroll company monthly. Report monthly to Assistant Treasurer.

Tuition Collector: Collect tuition; maintain tuition records; work closely with Admissions during registration process; report monthly to Assistant Treasurer; must have computer experience.

Board Secretary: Take minutes at board meetings; collect and record all required forms from enrolled families throughout admissions process (summer and fall); maintain school records; must have computer. A good understanding of the workings of the school is preferred.

Assistant Secretary: Take minutes at all-school meetings; manage all aspects of tracking CANTS Clearance, criminal check and waivers for all families; assist Board Secretary in management and filing of all other enrollment forms (summer and fall); obtain and file all committee meeting minutes; must have computer.

Classroom Representative: Work closely with teachers and Education Advisor to establish and maintain a supportive classroom environment for families and staff; act as liaison for teachers and parents; proactively address problems; schedule each parent on duty day calendar and distribute calendar to the class each semester; arrange parent substitutes if necessary; research, plan, and coordinate field trips and class parties; coordinate class gifts; coordinate set-up and clean-up of All School Meetings; chair classroom meetings with the teacher; attend board meetings.

Toddler Class Representative
Nursery Class Representative
Preschool Class Representative

Communications Committee: Co-chaired by Newsletter Layout and Publicity with objective of facilitating internal communication within Child's Play and external communication throughout our community. **(Co-chairs share Executive Board responsibilities).**

Publicity Co-Chair: Communicate regularly with Co-Presidents and committee chairs to promote Child's Play throughout our community; work with other committee chairs to design posters, ads, and brochures as needed for in-school and community events; organize Open House(s) with Admissions committee. Keep Child's Play website updated. Computer experience required; marketing and public relations experience helpful in addition to desktop publishing.

Newsletter Layout Co-Chair: Design and format master pages of newsletter on computer; previous newsletter experience helpful; familiarity with desktop publishing and computer necessary.

Newsletter Editor: Oversee publishing and editing of school newsletter. Communicate regularly with Co-Presidents and committee chairs to stay informed of school issues and events to produce newsletter; solicit articles and information from co-op committees, teachers and parents; Computer access required; MS Word sufficient. Desktop publishing helpful but not required.

Fundraising Co-Chairpersons: Two individuals to organize and implement fundraising events throughout the year; pursue, develop and maintain outside funding for the school (may include grant writing or annual fund campaign.) Design and oversee one large annual event like a Silent Auction. Work closely with Treasurer. Schedule and oversee additional fundraising events such as Make-a-Plate and East Side Market receipts. Communicate regularly with Special Events chairperson to coordinate events. **(Co-Chairs Share Executive Board position)**

Fundraising Committee: Support both chairs with ideas and participation in organizing and implementing all fundraising efforts.

Special Events Chair: Responsible for organizing special educational and/or social events for the entire school; also responsible for locating, interviewing, and hiring artists or performers for such events, if necessary. Communicate regularly with fundraising to coordinate and assist with events. Attend fundraising meetings as necessary. Responsible for organizing community outreach efforts deemed necessary by the school.

Special Events Committee: Work with special event chairperson with ideas and participation in organizing and implementing all special events efforts.

Buildings and Grounds Chair: Responsible for maintenance and repair of playground, classrooms, and basement. Prepare school over summer, for start of classes in fall. Oversee outside cleaning service. Provide additional cleaning support during Open Houses or other events as needed. Purchase and install necessary playground, classroom and basement equipment. Remove snow and maintain walkways in winter months.

Lead Specialist: Responsible for maintaining our lead safe status; monitors touch-ups; schedules annual lead inspection; works closely with Buildings and Grounds.

Supply Coordinator: Purchase and maintain classroom juice, paper goods, snack assortment, and cleaning supplies at the lowest cost by using cost savings clubs; follows snack policy; monitors the supply of these items on an on-going basis; coordinates paper drives, if necessary.

The following jobs are on an as needed basis. They would be in addition to your regular Co-op job. If you could lend your talents to the co-op in this capacity it would be appreciated.

Web Master: Provide assistance if needed in updating school website.

Medical Advisor: Provide medical perspective on health issues.

Legal Committee: Provide legal perspective on issues facing the Co-op.

Meeting Facilitator: Facilitate the All School Meetings and other committee meetings if needed; work with Co-Presidents or committee chairs to organize agenda items to expedite meetings when facilitation is deemed necessary.