

West Edmonton Playschool Society

Volunteer Duties



www.westedmontonplayschool.com

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The West Edmonton Playschool Society (WEPS) is run by a volunteer parent Board of Directors (the Executive) and parent volunteers. We have no paid administrative staff and like to allow our teachers to focus on the children and the classroom. The school cannot operate without the parent volunteers. To support our teachers, each family is responsible to assume at least one volunteer position.

The purpose of this document is to set the scope of each volunteer position at WEPS and define the roles and responsibilities for each role.

Note: Each Executive Team may reassign areas of responsibility and/or activities to accommodate the needs of that group for the school year. The Executive is committed to ensuring that all families can meaningfully contribute to the Playschool and therefore may assign volunteer roles as needed.

A. EXECUTIVE TEAM VOLUNTEER POSITIONS

The members of the Executive are responsible for the general well-being of the Playschool and promoting and furthering its aims and objectives. Members of the Executive attend monthly meetings. It is a great opportunity to be involved in shaping the program to improve the school.

President

- Ensures mission statement objectives are key to all board decisions
- Acts as the main contact for the preschool
- Is a liaison for Executive, teachers, and parents
- Calls, chairs and attend meetings including Annual General Meeting (AGM) and monthly Executive meetings
- Delegates and follows up on actions required from meetings and other issues
- Has shared signing privileges with treasurer (i.e., signing teacher paychecks, etc.)
- Ensures bylaws and policies are followed or amended as necessary
- Picks up mail weekly and distributes to Vice President/Treasurer/Secretary/Registrar, etc.
- Works with website designer to upload current policies and documents to the website as needed
- Ensures updates are made to the webpage quarterly in a timely manner
- Volunteers for Executive functions (i.e., Open House, Fundraising, Registration, etc.)
- Sends information emails to parents as needed
- Prepares a budget at the beginning of the school year, as agreed upon by the Executive
- Attends AGM for West Edmonton Bingo

Vice President

- Has shared signing privileges with Treasurer (i.e., signing teacher paychecks, etc.)
- Completes/submits paperwork as needed to ensure licensing, insurance, property tax exemption, AGLC, PO Box subscription etc. are maintained
- Is responsible for keeping the Operations Policy up to date
- Manages the WEPS email account (info@westedmontonplayschool.com)
- Saves documents to the Google Drive as completed

- Sends meeting makers for monthly meetings, organizes the location, etc.
- Contacts hall to book the facility if Executive requires the space
- Contacts the hall for maintenance if needed
- Maintains/Updates Wordpress Website, including registration of domain names and website
- Sends information emails to parents as needed
- Attends monthly meetings
- Volunteers for Executive functions (i.e., Open House, Fundraising, Registration, etc.)
- Attends AGM for Lynnwood Community Hall

Treasurer

- Deposits fundraising cheques, bingo proceeds, and other cheques as required
- Works with bookkeeper to ensure tuition is being processed by Plooto
- Works with bookkeeper to ensure the completion of payroll (bimonthly), source deductions, invoices, class expense reimbursements and credit card payments
- Manages school bank accounts
- Prepares monthly subsidy claim
- Prepares tax receipts in December and June
- Communicates with the bookkeeper for payroll and financial reports
- Reviews and returns any other financial reports as necessary
- Attends monthly meetings
- Completes AGLC annual report
- Volunteers for Executive functions (i.e., Open House, Fundraising, Registration, etc.)
- Sends information emails to parents as needed

Secretary

- Prepares agenda and emails all Executive prior to meeting
- Records minutes at Executive meetings, parent meetings and other meetings
- Supplies minutes to all Executive members after each Executive meeting
- Is responsible for general correspondence and to create other documents as designated
- Prepares agenda and meeting minutes for the Annual General Meeting (AGM)
- Prepares and prints documentation for AGM (Bingo sign up documents, parent info packets, Operations Policy, Parent Volunteer sign-up sheets)
- Assists with scheduling and sign up for Casino and Bingo duties
- Attends monthly meetings
- Volunteers for Executive functions (i.e., Open House, Fundraising, Registration, etc.)
- Organizes photographer for fall photos and year-end photos
- Sends information emails to parents as needed
- In conjunction with the Registrar, ensures that each volunteer role is filled for the school year
- Assigns vacant volunteer roles to parents that have not volunteered or been assigned other duties in conjunction with the Registrar
- Assists with documenting and tracking of the completion of volunteer role completion and bingo/casino participation; relays information to the Treasurer in June so Parent Volunteer cheques and Bingo/Casino cheques can be deposited if needed
- Assists with coordinating bingo volunteers and records attendance of bingos in conjunction with the Volunteer Coordinator

- Monitors the Public WEPS Facebook Page and the Private Parent Facebook Group on behalf of the Executive
- Adds/deletes families to the Private Parent Facebook Group as needed to ensure the group consists of current families

Registrar

- Monitors the Registrar email account (registrar@westedmontonplayschool.com); answers inquiries from interested families, via email, phone calls or Facebook
- Receives online registration forms and registration fee payment receipt, collects deposit cheques
- Confirms completed registrations and communicates new registration with bookkeeper
- Promotes registration of the Playschool
- Promotes the Open House via Kijiji, Facebook, Lynnwood Newsletter/Sign outside of school
- Hosts the Open House
- Hosts playdates as needed
- Maintains class lists, including updating class lists during the year when new students sign up, providing teachers with a new class list and original registration forms
- Updates the class coordinator when a new student is scheduled to start in a class
- Emails the class coordinator the updated class lists
- Emails new parents a welcome letter indicating what to expect for the first day of school
- Edits the contact list for the registrar WEPS email account (info@westedmontonplayschool.com)
- Backs up all documents on the Google Drive
- Attends monthly meetings
- Sends information emails to parents as needed
- Ensures that each volunteer role is filled for the school year in conjunction with the Secretary
- Assigns vacant volunteer roles to parents that have not volunteered or been assigned other duties in conjunction with the Secretary
- May request the assistance of a Registrar Helper to assist with Playdates and/or Open House, as needed

Fundraising Coordinator

- Prepares and implements a fundraising plan for the school
- Presents the fundraising plan to the Board for approval
- Leads the Fundraising Committee
- Coordinates, delegates and organizes volunteers for monthly bingos and product fundraisers (i.e., Little Caesars, Purdy's Chocolates, Cookie Dough sales, etc.)
- Researches and applies for government grants
- Attends monthly meetings as requested by Executive
- Works with Vice President to complete Casino Paperwork

Members of the Executive play an integral role in operating the Playschool so the teachers can focus on the teaching and well-being of students in the classroom. Because of the time commitment involved, members of the Executive receive the following benefits:

- Exempt from paying June fees
- Exempt from paying transportation costs for field trips
- Are not required to work Bingos, if feasible with the number of students at the school

Most importantly, the benefit of volunteering on the Executive is being actively involved in your child's first school experience and an integral part of shaping the Playschool.

B. PARENT COMMITTEE POSITIONS

Aside from the Executive, there are several other positions and committees that play an important part in ensuring the success of the Playschool. If you feel that there is a specific skill that is not yet listed (i.e., Photography, Yoga/Music Instruction, etc.), but you would propose to donate in lieu of participation on a committee, please contact the Executive.

Class Coordinator

- **One Coordinator is required for each class**
- Acts as the main point of contact between the teachers and the parents
- Distributes information from the teachers to the parents via email or text (i.e., cancelled classes, changed activities due to weather, reminders for the field trips, etc.)
- Converts the teacher's calendar into digital format and emails the calendar to the parents monthly to provide parents with information on upcoming activities/special days
- On the calendar, allocates special days for each student in a consistent manner (shuffling as necessary to align with birthdays, working around holidays, etc.)
- Assigns ingredients randomly for baking days and emails the list to parents (is conscious of altering the list in the event of fewer ingredients than students or if a student was assigned an expensive/awkward ingredient the previous month)

Fundraising Committee

- Assists in preparation and implementation of the fundraising plan as directed by the Fundraising Coordinator
- Volunteers to lead and/or assist with product fundraisers
- Assists with organizing volunteers for product fundraisers

Social Media Coordinator

- Posts on Parent Facebook regularly to communicate WEPS information and fun events including weekly themes, important days (i.e., Superhero day, baking day, field trips, etc.) and special events
- Posts on the Parent Facebook page about important deadlines (Scholastic deadlines, fundraising deadlines)
- Posts on the Parent Facebook page regarding school closure dates
- Communicates with the Executive regularly regarding posts that need to be delivered

Marketing/Website Coordinator

- Designs external advertisements and other marketing material in conjunction with the Registrar when there are vacancies to be filled
- Places advertisements and distributes posters/business cards
- Advertises the Open House/Registration night (orders signage, places ads, distributes posters)
- Posts on the Public WEPS Facebook page regarding available class spots
- Posts on the Public WEPS Facebook page to advertise the Playschool
- Communicates information and updates to the Website Company

Volunteer Coordinator

- Works with the Secretary to ensure bingo spots are filled
- Emails families a reminder of their participation in upcoming bingos and posts a reminder on the Parent FB page 3-4 days prior to the bingo
- Assigns a parent to complete the attendance form at the bingo to document bingo participation, and relays the information to the Secretary so participation can be tracked
- Assists in finding additional volunteers if participation in bingos is low

Community League Liaison

- Handles communication between Lynnwood Community League and WEPS
- Handles booking the hall when needed
- Ensures WEPS follows policies and procedures of the Community League
- Attends Lynnwood Community League meetings

Yearbook Coordinator

- **One Coordinator is required for each class**
- Collects pictures of the students' events throughout the year from the teacher and parents
- Designs the yearbook and organizes the photographs
- Submits the yearbook draft to the Board for approval and budget
- Orders the yearbook in time for distribution before the end of the school year

Scholastic Coordinator/Committee

- Receives Scholastic catalogues at the school and prepares a package for each child which is distributed by the Teacher
- Posts a reminder about the deadline on the Parent FB Page
- Collects the Scholastic orders as per the deadline
- Sends the orders to Scholastic
- When the orders arrive at the Playschool, sorts and organizes the orders for each child, and returns the completed orders to the teacher for distribution
- May organize a Scholastic Committee to provide support if the work load demands

Environmental Committee

- Removes the garbage and recycle from the Playschool as needed
- Disposes of garbage/recycling to the dumpsters in the parking lot
- Vacuums the hallway of Lynnwood Hall as needed

- Distributes sand to icy areas of the parking lot as needed to ensure safe traffic in/out of the school and to/from the parking lot

Laundry

- Processes loads of laundry as needed at the request of the teacher
- Laundry is typically completed after the monthly cleaning

Maintenance Coordinator

- Is responsible for any small repairs or handyman jobs as needed
- Assembles new toys/furniture as needed in the classroom

Tower Garden Volunteer

- Is responsible for setting up Tower Garden at the beginning of the year
- Helping teachers print and assemble childrens' Tower Garden assignment booklet
- Is responsible for adding water and necessary vitamins/chemicals to the Tower Garden; weekly or as needed
- To aide teachers in trimming plants; as needed
- To disassemble and clean at the end of the year

General Volunteer

- May assist as a volunteer for fundraising events (i.e., sorting pizza orders, sorting Purdy's orders)
- May assist the school photographer with organizing the students on Photo Day
- May choose to work ONE bingo (in addition to the Bingo/Casino commitment) to fulfill the Parent Volunteer responsibility
- Assists on an as needed basis with Playschool responsibilities as they arise
- May contribute a talent/skill to the Playschool as deemed appropriate by the Executive