

West Edmonton Playschool Society

Volunteer Duties



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www.westedmontonplayschool.com

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Volunteer Duties

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Volunteer Duties

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 want the teachers to be able to focus exclusively on the children and the classroom. *The school cannot operate without the parent volunteers.* To support our teachers, each family is responsible for filling one volunteer position.

The purpose of this document is to briefly summarize each volunteer role.

Executive Team

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.

Executive roles all involve some degree of computer work.

President

The president serves as the primary point of contact for the playschool and acts as a liaison between parents, the Executive, and the teachers. The president is ultimately responsible for the ongoing health of WEPS.

Suggested skills:

- Personable
- Organized
- General computer skills (e.g. documents, spreadsheets)
- Time management
- Strong leadership skills

Vice President

The vice president assists the president in their duties, and also ensures all licensing, insurance, and municipal and provincial documentation is in place. The VP is the primary point of contact for any maintenance required at the playschool as well as working with our third-party vendor to keep the website up to date.

Suggested skills:

- Personable
- Organized
- General understanding of websites. Wordpress knowledge is a plus.
- Strong leadership skills

Treasurer

The treasurer acts as an intermediary between our third-party accountant and the Executive. They are responsible for depositing cheques, issuing cheques, bill payments, preparing tax receipts, and general management of the WEPS bank accounts.

Suggested skills:

- Excellent organization skills
- Attention to detail
- Strong computer skills
- Understanding of cash flows, budgeting, and bookkeeping

Registrar

The registrar is responsible for the end-to-end registration of students in the playschool. They serve as the primary point of contact for general information about the school, processing of online registrations, maintenance of class rosters, and the assignment of volunteer roles.

Suggested skills:

- Excellent organization skills
- Availability during business hours is an asset, but not required
- Strong computer skills
- Comfortable with Google Sheets

Secretary

The secretary is responsible for preparing the agenda for all WEPS meetings, taking minutes during those meetings, and assisting the registrar as needed.

Suggested skills:

- Strong typing skills
- Comfortable with Google Docs, Google Sheets, Google Drive

Volunteer Coordinator

The volunteer coordinator is responsible for overseeing the parent committee roles and ensuring all volunteer obligations, including bingos and casinos, are fulfilled.

Suggested skills:

- Organized
- Personable

Fundraising Coordinator

The fundraising coordinator handles all fundraising activities throughout the year. This includes running various fundraising campaigns (e.g. Purdy's chocolates, Little Caesar's) with the support of the fundraising committee and researching and applying for government grants.

Suggested skills:

- Creative thinker
- Experience with grant applications
- Comfortable leading a small team

Parent Committee Positions

Committee positions support the activities of the school and the Executive. If you have a skill to offer (e.g. yoga instructor, IT, design) that is not listed below, please contact a member of the Executive to discuss.

Class Coordinator

The class coordinator acts as a liaison between the teachers and the parents for a given class. They prepare and distribute monthly class calendars and assist the teachers in planning special activities (e.g. baking days, field trips).

Suggested skills:

- Email and text message checker
- Reliable

Fundraising Committee

Members of the fundraising committee assist the fundraising coordinator in running fundraising campaigns throughout the year.

Suggested skills:

- Outgoing

Social Media Coordinator

The social media coordinator is responsible for all social media communications on private and public WEPS pages. This includes posting reminders, fundraising deadlines, and school closures.

Suggested skills:

- Familiarity with social media (Facebook/Twitter)

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Yearbook Coordinator

Yearbook coordinators are responsible for the creation of class yearbooks. This includes the collection of pictures and the subsequent design and distribution of the yearbook to parents.

Suggested skills:

- Creativity!

Scholastic Coordinator

The Scholastic coordinator is responsible for organizing the annual Scholastic order.

Suggested skills:

- Organized

Environmental Committee

The environmental committee keeps our playschool beautiful by taking out garbage and recycling as needed, vacuuming the hallways, and sanding walks in the winter.

Suggested skills:

- Ability to work a vacuum and a snow shovel

Laundry Coordinator

The laundry coordinator washes and dries loads of laundry as requested by the teachers, typically on a monthly basis.

Suggested skills:

- Washing/drying/folding clothes.

General Volunteer

Get bored easily? General Volunteer is the role for you. Help out with any of the other committee roles, as needed (e.g. sorting pizza orders, assisting year-end photographers), or working an additional bingo or casino shift.

Suggested skills:

- Dislike of routine and well-defined tasks.