

## Downey Family Jobs Summary

Below are the family jobs for Downey families. Please note that the summaries include responsibilities but are not limited to those responsibilities. Depending on the number of families enrolled, some jobs may be combined or separated. Jobs with an \* are board positions.

| Family Job Name  | Family Job Description  |
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| Art Chair (one each for Leapfrogs, Frogs, Polliwogs, Tadpoles)                     | Create and maintain art mat. Coordinate Create-A-Plate in the spring. Maintain family mailboxes. Create birthday banners.   |
| Art Materials (one each for Leapfrogs, Frogs, Polliwogs, Tadpoles)                 | Cut out birthday crowns. Provide cut outs as requested by the teachers. Provide the class with homemade playdough.  |
| Bulletin Board Maintenance   | Decorate and update the bulletin board in the hallway monthly.  |
| Church Liaison*  | Communicate with the church regarding the use of space and our special events: the Spring Egg Hunt, the Church Thank You Coffee, CPT training. Attend monthly church board meeting and monthly preschool board meeting.   |
| Class Rep (one each for Leapfrogs, Frogs, Polliwogs, W/F Tadpoles, T/Th Tadpoles)* | Manage classroom participation calendar, coordinates twice-yearly class coffees, is a liaison between the class and the board. Attend monthly preschool board meeting.  |
| Clean Up Coordinator (one each for Leapfrogs, Polliwogs/Frogs, Tadpoles)           | Coordinate sign-up for monthly classroom deep clean and ensures all families are participating. Communicate with the teacher regarding cleaning needs.  |
| Co-President*  | This is a 2 year position. During the first year, the co-president is responsible for assigning family jobs, attending ICPC conference in June, shadowing the 2nd year co-president. During the 2nd year, the co-president coordinates registration for the Irvington Farmers Market, attends ICPC President Council monthly meeting, leads monthly Downey board meeting, creates agendas for |

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|   | <p>board meetings. The 2nd year co-president is the main point of contact for general school inquiries as well as the point of contact for teachers and parents to discuss any issues. The 2nd year co-president works with other coordinators to ensure families are fulfilling their requirements.</p>  |
| Co-Treasurer*   | <p>This is a 2 year position. The first year, the co-treasurer will be responsible for either accounts payable or accounts receivable as well as shadowing the 2nd year co-treasurer. The second year, the co-treasurer will be responsible for either accounts payable or accounts receivable as well as updating and managing the budget as well as maintaining documents for the accountant. Attend monthly preschool board meeting.</p> |
| CPT Coordinator*  | <p>Coordinate annual Classroom Participation Training held in October. Coordinate schedule with the CPT trainer. Communicate with all new families to ensure participation. Attend monthly preschool board meeting.</p>   |
| Events Coordinator  | <p>Coordinate Holiday Party held in December, Spring Egg Hunt held the Saturday before Easter, and the End of Year picnic</p>   |
| Field Trip Coordinator (one each for Leapfrogs, Frogs, Polliwogs) | <p>Coordinate field trips for the class with input from the teacher.</p>  |
| Fundraising*  | <p>Plan and implement fundraisers such as the Poinsettia Sales and the spring fundraiser. Attends monthly preschool board meeting.</p>  |
| Health and Safety   | <p>Coordinate TB Testing at the school, collect and file all health related forms, ensure school is up to code for Fire Department and Health Department inspections; coordinate both inspections.</p>  |
| Hospitality (one each for Leapfrogs, Frogs, Polliwogs, Tadpoles)  | <p>Coordinate food/cards for births, deaths, etc. Welcome new families that register after the start of the school year. Assist Membership Chair with Open Houses.</p>  |

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| Indoor/Outdoor Equipment Maintenance | Evaluate all indoor and outdoor equipment monthly to make sure it is all in good, safe working condition.   |
| Inventory                            | Keep a running supply of paper goods, cleaning, and other supplies for the classroom. Coordinate donations of supplies with the teachers.   |
| Librarian                            | Organize Scholastic book orders multiple times a year. Create and maintain a parent library. Coordinate with teachers to obtain/return library books.   |
| Membership*                          | Be the point of contact for preschool inquiries regarding membership. Lead school tours. Coordinate Open Houses. Maintain membership rosters. Communicate with families weekly during the summer regarding the summer play dates. Attend monthly preschool board meeting. |
| Newsletter*                          | Coordinate and publish monthly newsletter. Attend monthly preschool board meeting.  |

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| Outdoor Work Day Coordinator | Implement the outdoor work day held on the last Saturday in August. Coordinate with teachers over the summer to see what work needs to be done outside. Order supplies for work day. Coordinate family sign-up.  |
| Parent Ed Coordinator*       | Coordinate Parent Ed activities throughout the year - ideally 2 per semester. Maintain documentation to ensure families meet their Parent Ed requirements. Attend monthly preschool board meeting.   |
| Poinsettia Sales Coordinator | Primary coordinator of Poinsettia Sales. Work with the poinsettia company to select products to sell and to set prices. Coordinate with families to ensure all families are participating. Work with external purchasers of poinsettias. Coordinate sorting and delivery of poinsettias. |
| Publicity*                   | Maintain Downey social media presence. Update and maintain Downey print materials  |

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|                               | such as the brochures, yard signs, playgroup bookmarks. Coordinate Downey presence at community events. Attend monthly preschool board meeting.  |
| Publicity Assistant           | Will assist Publicity chair with either maintaining and updating print materials or being the point person for Downey's social media presence as well as assisting with community events.                    |
| Secretary*                    | Maintain and organize Downey registration documents. Maintain Downey rosters. Be the main Bloomz contact. Take board minutes. Distribute minutes to Downey families. Attend monthly preschool board meeting. |
| Spring Work Night Coordinator | Coordinate Spring Work Night held in March or April. Work with the teachers to see what needs to be cleaned, fixed, and organized. Coordinate family sign-up to ensure all families participate.             |
| Website                       | Update website periodically to ensure that information is accurate and up to date.   |