



SCHEDULE A TO HPCAP PARENT  
HANDBOOK AND POLICIES

Highland Park Community Association  
Preschool Volunteer Job Descriptions

2023-2024

## Parent Committee

The Parent Committee meets as needed (approximately four - six times per school year) to provide input and to assist in the operation of the preschool. These positions are a great option for people that are unavailable to volunteer during the day but still wish to play an integral role at the school. Committee roles include a Chair/Board Liaison (represents school at Highland Park Community Association Board meetings), Special Event Coordinators (two), Class Representative/Volunteer Coordinator (four, one per class), Secretary and Communications Coordinator. Committee members are generally required to make a time commitment of an average 2.5-3 hours per month.

### General Comments and Considerations

- Discussions at the Preschool Committee meetings are confidential.
- Attendance at meetings is crucial to the committee's ability to operate effectively and is mandatory.
- The date and time of the meetings will be set at the start of the year, based on the committee's availability. Meetings may be in person or virtual.

### Parent Committee Positions

#### Chair / HPCA Board Liaison

Requirements: Attends parent committee meetings. Has regular access to email.

Position Responsibilities:

- Co-Chairs all meetings, alongside the Preschool Coordinator.
- Prepares agenda for parent committee meetings.
- Ensures votes are taken and documented on all necessary decisions.
- Works with the Preschool Coordinator and Committee on recruitment and management of staff.
- Represents preschool at HPCA Board Meetings (approx. 6 per year).
- Coordinates annual Parent Survey.
- Other related duties.

#### Secretary

Requirements: Attends monthly meetings. Has regular access to email.

Position Responsibilities:

- Records and distributes minutes of all Meetings.
- Ensures minutes are available upon request from members.
- Coordinates annual review and update of Parent Handbook and Policies.
- Assists Preschool Coordinator with occasional admin support, such as data clean up, preparation of class lists, etc.
- Helps compile materials in preparation for Orientation Meeting in September.
- Other related duties.

### **Volunteer Coordinator / Class Representative (4 total, 1 per class)**

Requirements: Attends parent committee meetings. Has regular access to email.

#### Position Responsibilities:

- Works with teachers and Preschool Coordinator to ensure volunteer roles are assigned as families register.
- Maintains an online volunteer sign-up schedule for in-class parent volunteers via Sign Up Genius. (All sign-ups are online and self-scheduled. We have used this sign up system in the past, so the account and templates are in place.)
- Distributes sign-up schedules and reminders to volunteers as required. Enters in-class volunteers into Sign Up Genius and schedules, only if they need support with the technology.
- If there are changes to registrations over the course of the year, provides new members with their volunteer position.
- Tracks completion of monthly parent volunteer commitments. Works with Preschool Coordinator to follow up with families that are not fulfilling their commitment.
- Updates the Volunteer Job Descriptions document annually and throughout the year as needed.
- Represents parent feedback at parent committee meetings, to provide input and suggestions on operation of the preschool.
- Note: a higher percentage of the activities in this role happen at the beginning of the school year, followed by ongoing maintenance and communication through the school year.

### **Communications Coordinator**

Requirements: Attends parent committee meetings. Has regular access to email. Strong computer skills. Ability to do basic design and web updates is considered an asset. Reasonable writing skills required. Proficient understanding of social media platforms.

#### Position Responsibilities:

- Represents the preschool at Community Events to talk to families about registration.
- Collaborates with Preschool Coordinator to manage website updates and ensures that the most current information is posted. Writes copy for the website.
- Collaborates with Preschool Coordinator to coordinate and execute the advertising for the preschool.
- Collaborates with HPCA Coordinator to coordinate the development of any marketing materials (advertisements, flyers, signage, etc).
- Writes website blog posts and newsletter stories the HPCA Community Newsletter.
- Represents parent feedback at parent committee meetings, to provide input and suggestions on operation of the preschool.
- Other related duties.

### **Special Events Coordinator (two people - if possible, one for Mon/Wed/Friday, one for Tues/Thursday)**

Requirements: Attends committee meetings. Has regular access to email.

#### **Position Responsibilities:**

- Plans 3 - 4 events per year. Events are subject to change but may include events such as: In-class Holiday Party (December), Community Skating Party (February), In-class Parent Volunteer Appreciation Event (April) and Year-end Celebration (June). Stays in touch with teachers about plans.
- Identifies what help is needed for each event (set up, tear down, etc) and assigns tasks to Event Support Volunteers.
- Works with the teachers to plan and book up to one field trip per. (Field trip is optional and at the discretion of teachers)
- Ensures that the necessary permission forms are completed by parents for students attending field trips.
- Represents parent feedback at parent committee meetings, to provide input and suggestions on operation of the preschool.

### **Operations Volunteer Positions**

It is crucial to the day to day operations of the preschool that volunteers fulfill their monthly commitments. Failure to do so without giving advance notice and making alternate arrangements will result in families being required to pay the volunteer deposit for that half of the school year. (\$150 on December 1, for September - December and/or \$250 on June 1, for January – June).

#### **In-class Volunteer (12 for Monday, Wednesday, Friday classes and at least 9 for Tuesday/Thursday)**

- Attends a minimum of one class per month
- Will be called first when extra volunteers are needed in classroom.
- Must be available 10 minutes prior to class and 30 minutes after class on days they are scheduled to volunteer.
- May have registered child in attendance during this time.
- Assists teachers with cleaning and sanitizing after class, as directed by Teacher.
- Grandparents or caregivers are welcome to volunteer on behalf of family.
- Required to be cleared by a criminal records check within 3 months of the start of preschool and valid for 3 years. Should be requested by Sept. 1. Form and instructions on how to apply for criminal records check will be provided.

## Special Events Support

Help with day-of-event support for **at least four** community and preschool events per year. Shifts for each event range between two - three hours. These are usually evening and weekend events, so this is a good option for families that cannot volunteer during class time. Tasks may include setting up and taking down tables and chairs, helping to barbeque and serve food, monitoring kids' activities at events, cleanup etc.

Events are subject to change. Options for the 2023-24 school year include:

- Stampede BBQ: Wednesday, July 12, evening starting at 4pm
- Music in the Park: Friday, August 18, evening starting at 4pm
- Community Cleanup: Saturday, September 9, shifts between 8am - 3 pm
- Community Halloween Party: Sunday, October 29, shifts between 1-7pm
- Preschool In-class Holiday Party - dates TBC
- Community Market: Saturday, December 9, shifts between 8am-5pm
- Community Skating Party: TBC Saturday in January or February, Noon - 4 pm
- Preschool Year-End Party: June 20 and 21, 9am - 12:30pm

## Playdough Maker (2 positions)

- Responsible for making and maintaining the play dough supply. **Note: a schedule of colors and delivery for playdough will be provided by the Teachers or Teaching Assistant.**
- Replenish playdough once/month or as requested by Teachers.
- Recipes are provided by the school.
- This role is reserved for families with younger siblings at home or extenuating circumstances that don't allow for volunteering in class.

## Craft Team (4 positions, 1 per class)

- Assists in preparing crafts, as detailed by the teachers. Usually comprised of scissor work and some simple assembly.
- Work is done at home, once or twice/month, and delivered to teachers at drop-off.
- May assist with preparation of year-end memory books, based on direction from Teachers.
- This role is reserved for families with younger siblings at home or extenuating circumstances that don't allow for volunteering in class.

## Sewing/Laundry Volunteer (1 position, preferably MWF afternoon class)

- Teachers identify items in need of laundering or repair.
- Responsible for picking up and laundering towels, rags, stuffed animals, dress-up clothes, etc. at the end of each week. Please be sure to have someone cover for you if you are out of town.
- Sews repairs (e.g., buttons, ties, hems, dolls' arms).

- Adjusts garments to fit the children (e.g., shorten sleeves, cut off hems). Access to a sewing machine is required.
- This role is reserved for families with younger siblings at home or extenuating circumstances that don't allow for volunteering in class.

#### **Shoveling Snow (4 positions, 1 per class)**

- Arrives 15 minutes before class to shovel snow and clear the sidewalk / stairs to the preschool. Shovel and ice melt are provided.
- Includes physical activity and lifting snow

#### **Librarian / Administrative Support (1 position)**

- Works with teachers to tidy and organize preschool storage room / supplies / library.
- Books/orders in-class programming based on teacher direction (ie. Librarian visits)
- Coordinates with teachers regarding author studies and book themes throughout the year and makes library trips to sign out and return corresponding books.
- Assists Teachers and Preschool Coordinator with any misc. admin support.

#### **Casino Volunteers**

- Casinos held every two – three years are a critical fundraiser for the Highland Park Community Association and Preschool.
- A large number of volunteers are needed to support this important fundraiser for the community.
- The next Casino is TBC, but unlikely to happen during the 23-24 school year.
- During a school year when a Casino occurs, families that prefer not to volunteer year-round can opt to fulfill their volunteer commitment by working one eight-hour shift at the Casino (daytime, evening and late-night shifts are available).