

Glenora Preschool: Brief Description of Jobs

(If you require more complete descriptions for each job,
please contact the teachers at 780-452-0120)

Please note: The fundraising committee is the planning committee for the annual fundraising activities for the preschool. All pre-school families, regardless of their other volunteer position, are required to actively participate in fundraising.

Board Positions: Must fill out a "Willingness to Serve" form if interested in these positions.

Please see the Executive Job Descriptions

Non-Board Positions:

Roster& Communications (one per class) - required to set parent duty day roster from September to January and February to June. Responsible for communicating with all parents in your child's class to remind them of important upcoming events such as meetings, photo day, field trips, fundraising responsibilities or any emergency calls that need to be made to all families. Responsible for distributing updated class lists to classmates throughout the year. Coordinates the meet-and-greet on the first day of classes.

Special Events (one per class) - Provides cups, napkins and party decorations as well as "snack" sign-up sheet for special events (e.g., Halloween, Christmas party, etc.) Your parent duty days will also fall on these special days.

Field Trips (one per class) - type information and permission slips, collect signed forms, notify volunteers and report information to teachers.

Social - set up for the two (2) general meetings at the preschool as well as providing treats and beverages.

Laundry & Sewing - once a week takes the laundry to wash and returns it to the school. Occasionally you will be asked to wash the dress-up clothes. Access to a car is important for this job due to the amount of laundry you will be taking home on a regular basis. Makes repairs to our dress-up clothes or paint shirts and contribute new dress up costumes when requested.

Fundraising - helps plan and organize the annual fundraising activities for the preschool.

Cleaning Bee Coordinator - organizes a Saturday Cleaning Bee every 4-6 weeks. This job requires that you be available to open the classroom at 9:00 a.m. and lock up again at noon (or when they are finished) every Saturday a Cleaning Bee is scheduled. You must keep track

of everyone who attends and ensure that every family has completed one before the end of the school year. Teachers provide guidance as to what specific jobs need to be done.

Auditor - Conducts a financial audit and presents it at the September General meeting. Some financial background an asset (e.g., accountant, bookkeeper, small business owner, etc.)

Art Gallery Night Assistant - During the week of Art Gallery Night (early May), helps organize and set-up Art Displays. Must be available during the week of the event and have child-care arranged for the afternoon before, the day of and morning after.