

JOB COORDINATOR

(1 full year executive position – June to June)

- Attend registration nights for Current, Alumni and New members to assist with job selections.
- Notify parents via e-mail to visit the Playschool website to get information on their respective job along with the job description. This e-mail only needs to identify their respective job and refer them to the website for the detailed description.
- Receive updated lists from Registrar in late August to check that your job lists are accurate.
- Distribute class lists to the Sharing Day Administrators and have them contact the families in their class to set up the September schedule for Sharing Days. (3 year-old classes – 2 parents should be assigned for September or as needed; consult with teachers. Before distributing Class lists to Sharing Day parents, contact registrar on any recent updates, changes or additions to the list.
- Provide the teachers and the Registrar with a copy of all job assignments. Keep the teachers and the Registrar informed of any job assignment changes that occur.
- Inform Memory Book People that budget amounts for supplies will be discussed.
- Maintain updated file of current job assignments. Inform the website manager of any changes that need to be made to the job descriptions on the playschool website.
- Assign jobs when new families join the playschool. Notify them of the job they have been assigned to. Provide them with a copy of the parent participation letter and job description, and answer any queries they may have regarding their job duties.
- In January discuss with the teachers the possibility of any job changes for the following year. Make the needed revisions to the job descriptions and inform the webmaster. Contact executive on any additions or deletion to their specific job descriptions.
- Ensure cleaning bee committee members are advised to attend AGM in September in order to secure their preferred cleaning days. The Cleaning Bee coordinator along with the Job coordinator should ensure that a reminder be sent out to all cleaning bee members in August.
- Ensure all members' privacy information is respected when corresponding information.

General Executive responsibilities include:

- Create or update a manual of essential duties and deadlines for this position. Keep one copy for reference and file one copy in job descriptions file.
- Attend all executive and general meetings.
- Aid in the set-up of the playschool prior to the commencement of the school year and the packing up of the classroom at the end of the year. If you are unable to assist, you are to arrange for alternative help to take your place.

Position amended February 8, 2007.

Position amended January 21, 2011