

## Committee Job Descriptions

### Laundry Person

One parent from each class

Once a week, gather Youngset's aprons, painting smocks, towels, play clothes, etc. that need to be taken home and laundered from the classrooms. This task needs to be done overnight and returned to school on the next school day.

One hour every two weeks

### Toy Sanitizer

Two parents

Every two weeks, wash and sanitize the toys, play dishes, and other appropriate classroom materials. This task can be done on the top shelf of a dishwasher or with a solution of 1 tbsp. bleach/1 gallon water. There is a commercial dishwasher in the kitchen that can be used.

One half hour every two weeks.

### Fundraising

Five parents, one chairperson who sits on the Board and one co-chair

Assist the Fundraising chair in all aspects of the planning, preparation, and execution of Youngset's Annual Auction. Responsibilities include procurement of auction items, theme development (invitations, decorations, food), compilation of auction booklet, overseeing class projects, set up and clean up of event.

Responsibilities are geared around the auction during the Fall. There will be some committee work in the summer and then a good amount of time in September, October, and November. Committee members must be available to attend the auction, set up for the auction the day of the auction, and clean up the day after the auction.

### Special Parties Committee

Four parents plus a chair person

Assist chair and coordinate with teachers and Vice President all aspects of four special events: Halloween Party, Breakfast with Dad, Mother's Tea, and End of the Year Picnic. Responsibilities include invitations, decorations, set-up, entertainment, and clean-up. Committee may enlist help with clean-up from other parents. Responsibilities are focused around these four events and committee members should be available to attend all four events. In the weeks before each event, each committee member has approximately one to two hours of work.

### Memory Book Coordinator

One parent from each class

Coordinating creation of annual Memory Book for each class. Work with the other class coordinator to purchase books and copy pages. Work with your class to make sure each family is assigned a page to work on. Remind people of their picture taking days. Work with Barb/ Lynn to provide art projects and songs for the back of each page. Collect all completed pages and assemble a book for each child to be given to him/her at the year end picnic.

Two to three hours per month. The bulk of the time commitment is at the end of the year assembling books once the pages are completed by parents. The majority of the tasks can be completed at home and don't require the coordinator to be at school.

### Play dough Maker

One parent from each class

Two times a month, make a double batch of cooked play dough for the class. The teacher will tell the parent when a new batch is needed. The makers can be creative with colors and fragrances.

Approximately 1 hour two times per month.

### Firefly/Scholastic Book Orders

One parent

At least four times per year, distribute the book order forms in parent cubbies. Collect money and compile the order to send to the book company. When books arrive, distribute them to the parents. Keep track of product points earned for teachers to select books for school.

### Parent Help Coordinator

One parent per class

In August and December, prepare calendars for parent-helping. Check with teachers about number of parent helpers needed each day. Communicate with membership to solicit conflicts or preferred help days. Schedule parent help days in an equitable fashion according to the number of days per week each child attends. Distribute copies of calendars to membership at September General Membership Meeting for September through December and on December 1 for January through June. Give copy to teachers and post master copy at classroom door for parents to indicate changes. Make changes to the parent help schedule as new students are added or depart or students' schedules are changed. A computer program has been designed to assist with the creation of the schedule.

Responsibilities are largely centered around the two times the schedule is created. Creation of the schedule should take approximately 10 hours each time.

### Small Repairs

Two parents

Make needed repairs to toys and materials as requested by the teachers or arrange to have repairs completed. These may include toys, furniture, cabinets, and equipment.

As needed, approximately 5 hours per school year.

### Block Washer

One parent

In September, January, and March, wash the wooden unit blocks in all three classrooms. The easiest way to do this job is to use the Touch Table. Coordinate with the teacher so the table can be empty the day you do the job. Use the bio-clean soap located on the cupboard above the toilet. After washing the blocks, spread them out on beach towels to dry overnight. This job must be done during Lunch Bunch or after school.

### Parent Education/ Membership Meetings Host

Two parents

Help Board members host two Membership meetings and Open House (all in the evening). Responsibilities include: purchasing and coordinating refreshments, arriving an hour before each meeting to set up rooms, clean up after each meeting.

Outside of the time of the meetings, approximately two hour work per meeting.

### Classroom Supplies Shopper

One parent

As needed, usually once a month, teachers will provide a shopping list of needed supplies (cups, cleaning supplies, art materials). Purchasing of supplies will require trips to Costco, Fred Meyer, or an office supply store. The supplies should be brought to school within five days. All receipts can be submitted to the treasurer for reimbursement.

One to two hours per month.

### Financial Audit Committee

One parent from each class.

PCPO encourages implementation of certain financial safeguards to ensure the continued financial security of its members. Accordingly, in March or April, this committee audits Youngset's financial records to determine if Youngset is in compliance with such PCPO recommendations. After the audit, a written recommendation must be presented to the Board. Committee members must have accounting or bookkeeping experience.

Four hours during the month of April.

Letter Box Librarian

One parent

By January, the ABC boxes need to be filled and the sign-up chart designed for the hall cart. Teachers will provide the boxes, contents, and helpful suggestions. The boxes will need to be periodically checked to keep them supplied with appropriate items. The check-out cards need to be updated and the shelves of the box lending library needs to be kept tidy and functional.

Eight hours during year.

Youngset Emergency Coordinator

One parent

At the beginning of the school year, the Emergency Coordinator (who must be computer literate) will update the Emergency Phone Tree and the Emergency Information Cards. Throughout the school year, the Coordinator will update the Emergency Phone Tree and Emergency Information Cards as necessary. The Coordinator is also responsible for checking the Emergency Bins kept in each teacher's classroom to ensure the bins contain the following items: radio and flashlight (each with extra batteries) and duct tape.

Five hours during the school year.

School Bulletin Board Director

One parent

There are three Youngset bulletin boards in the hallways that need to be updated with current information, timely news articles, and photographs. These boards need to be changed monthly to keep parents informed of school happenings in a timely fashion.

Web Site Coordinator

One parent

Coordinate with the president and teachers to maintain Youngset's website. Work with Registrar to receive on line registrations. Experience in website editing and maintenance is required.

Approximately two hours per month, for maintenance of the sight and referring registrations to the Registrar.

Community Relations Coordinator

One parent

Serve as the liaison between the Goose Hollow Family Shelter and Youngset. Work with shelter staff to coordinate and carry out the Valentine's Day Giving

Hearts program during the month of February. Plan, schedule, and carry out tours of Youngset for prospective families on the waiting list. All inquiries about tours will be referred to the coordinator who will work with the teachers to establish a schedule to well showcase the school while at the same time not disrupt the classroom activities. Because this person will need to field questions about the Youngset program particulars, it is best filled by a family with at least one year already completed within Youngset.

Approximately two to three hours per month, except in February, which will be about 10 hours for the month.

#### NAEYC Accreditation Coordinator

One parent

Serve as go-between between Youngset and NAEYC. Work with board and teachers to compile all documentation necessary to complete accreditation and maintain accreditation. Review all guidelines with NAEYC and report to board to assign tasks.

Approximately four to five hours per month, with more time in Spring during NAEYC site visit.

#### Immunization Compliance Coordinator

One Parent

Gather and maintain immunization forms for all Youngset families. Notify families of any missing information and deadlines for compliance. Fill out all paperwork required by the Multnomah County Health Department and send in by the respective deadlines.

Approximately four to ten hours, with the busiest time being December and January.

#### Enrichment Coordinator

One Parent

Solicit input from the membership and teachers at the beginning of each year regarding program ideas. Research, select, and schedule program activities. Coordinate selection of activities and dates with teachers and school calendar. Coordinate with Fundraising chair on goals. Purchase any tangible "Enrichment" items. Track "Enrichment" funds raised and spent.

Report to donors and membership on Enrichment activity.

Two to three hours per month with more activity when working with auction chair.