



At the Madison Park Bathhouse . 1900 43rd Avenue East, Seattle, WA 98112 . (206) 324-7846

MPCP 2010-2011 COOP JOBS LIST OF POSITIONS:

1. AUCTION CHAIR (1 Person)

This position reports to the President. Chair the annual auction and dinner. Present proposal to Board including date and location options, financial goals, theme of event, time plan, number of volunteers and auction donations needed etc. Assign volunteers and direct all aspects of the event, including set-up, PR, auction, corporate contributions and record keeping. Attend the Board Meetings to update board on progress and needs the 4 months before the Auction and the month following to give a review/results report. Document event for future event planning.

2. AUCTION COMMITTEE (10 People – minimum of 1 representative from each class)

This position reports to the Auction Chair and the President. Support the Auction Chair in the organization, preparation and hosting of the MPCP School Auction and Dinner. Attend all Auction Committee meetings. Contact corporations and outside parties to encourage them to support MPCP. Do task as assigned by the Auction Chair.

3. ALL-SCHOOL MEETING SET-UP ASSISTANT (2 people)

This position reports to the President. The President will notify the assistants of dates and times for the Fall All-School Meeting in September, Co-op Open House in February, and the Spring All School Meeting in April. Responsibilities include setting up chairs for each event in previously agreed upon configuration, obtaining light refreshments (coffee, bottled water, cookies), and cleaning up the room after the meeting.

4. MADISON PARK COMMUNITY COUNCIL REPRESENTATIVE (1 person)

This position reports to the President. Attends MPCC meetings and assures that the interests of our school are represented and heard. Updates MPCP Board with information pertaining to the interests of our school. Committee member may not be board member of MPCP to avoid conflicts of interest.

5. COMMUNITY OUTREACH COORDINATOR (1 person)

This position reports to the Secretary. Responsible for organizing the annual MPCP Holiday Giving Campaign Community Outreach effort and MPCP fundraising effort if the coop chooses to do something beyond the Auction this year. (Highly suggest repeating the Red Wagon/Cookin holiday shopping event as the additional fundraising effort). Works with the Secretary and Community Outreach Committee to decide on the goals of this year's giving and fundraising efforts. Communicates with the Auction Chair to organize the community outreach piece of the Auction. Coop teacher/s should be contacted to see if there is a developmentally appropriate and meaningful way that some or all of the students could be involved in the outreach effort chosen.

6. COMMUNITY OUTREACH COMMITTEE (2 people)

Distributes materials to all Co-op families regarding community outreach and fundraising efforts. If the choice is made to do a Holiday Giving Campaign, distribution of materials would be done before Thanksgiving and donations would be collected before the winter school break. Collaborate to ensure giving donations are to be delivered to charity before Christmas. Acts as class liaison to the community outreach committee.

7. SCHOOL HISTORIAN (1 person)

This position reports to the President. Sets up a "Picassa" or other similar site for use by Historian, All Class Photographers and the Newsletter committee to post and use MPCP pictures. Communicates all site information and passwords to the Class Photographers, Newsletter Committee before school begins. Purchases photo supplies and albums. Communicate with the class photographers to get pictures of children and activities. Organizes and documents a history of the school, using class pictures and other photographs of the children, in photo album that will be displayed at the Bathhouse. Creates large portable photo boards to be displayed at school functions including Open



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House, Registration, Preschool Preview Night and the all-school meetings. MPCP will reimburse the School Historian for costs of supplies.

8. ASSISTANT VICE PRESIDENT - MARKETING (1 person)

This position reports to the Vice President of Marketing. Works with Vice President to create program awareness for MPCP by coordinating public advertising via community bulletin boards, newspapers and magazines. Works closely with the Registrars to advertise class opening. Publicizes in-house events such as all-school meetings, lectures etc. Attends board meetings in Vice President's absence. Assists the Vice President with other tasks as needed.

9. WEB MASTER (1 person)

This position reports to the Vice President of Marketing. Maintains and enhances MPCP Web site. The Web Master should create open line of communication with VP Marketing and Board members regarding relevant Web site postings. Relevant postings may include: Board Slate, Newsletters, Letters from Board Executives, Class Schedules, food allergies/dietary restrictions by classroom, other Health/Safety issues and Frequently Asked Questions, classroom photographs and links, and MPCP documents such as Parent Handbook, Volunteer Job descriptions and assignments onto Web site. The Web Master should highlight Community Outreach projects and fund raising activities. Awareness of Internet safety and protection of personally identifiable information is important. Dreamweaver capabilities required.

10. T-SHIRT COORDINATOR (1 person)

This position reports to the Vice President of Marketing. Designs and produces classroom-theme t-shirts. Produces a supply of MPCP logo T-shirts for distribution during the school year and at Registration day in the Spring. Graphic design background desirable. Organizes sales and distribution of t-shirts to each class.

11. NEWSLETTER CHAIR (1 Person)

This position reports to the Vice President of Marketing. Publishes a newsletter three times a year to keep parents informed about school activities. Works with Class Representatives, Teachers, Parent Educators, the Board and their committee to gather news for publication. Distributes copies to all Co-op members.

12. NEWSLETTER COMMITTEE (3 people)

This position reports to the Newsletter Chair and the VP of Marketing. Supports Newsletter Chair in the creation and publishing of the MPCP Newsletter three times a year.

13. HALLOWEEN BOOTH COMMITTEE CHAIR (1 person)

This position reports to the Vice President of Marketing. Organizes and operates the MPCP photo booth for Halloween trick-or-treating in Madison Park. Works with Madison Park merchants to obtain decorations and supplies for the booth. Mans the booth during trick-or-treating and takes Polaroid photos of trick-or-treaters.

14. HALLOWEEN BOOTH COMMITTEE (3 people)

This position reports to the Halloween Booth committee Chair and the Vice President of Marketing. Supports the Committee Chairs efforts to organize and operate the MPCP photo booth for Halloween trick-or-treating in Madison Park. Works with Madison Park merchants to obtain decorations and supplies for the booth. Mans the booth during trick-or-treating and takes Polaroid photos of trick-or-treaters.

15. END-OF-SCHOOL-YEAR PICNIC CHAIR (1 person)

This position reports to the Vice President of Parent Outreach. Attends board meetings in Vice President's absence. Assists the Vice President in planning the all-school picnic at the end of the school year. Chairs the end of school year picnic committee. Assists the Vice President with other tasks as needed.



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16. END OF SCHOOL YEAR PICNIC COMMITTEE (5+ people)

This position reports to the Vice President of Parent Outreach and the Picnic Chair. Plans and organizes the end-of-school-year picnic on Sunday afternoon following last day of school. Tasks include set-up and clean-up, organizing entertainments and kids' activities, purchasing food and beverages, providing supplies, etc...

17. 'SCHOLASTIC BOOKS' SALES MANAGER (1 person)

This position reports to the Vice President of Parent Outreach. Responsible for corresponding with scholastic book company. Distributes catalogues to parents, places orders, collects checks, receives books at home and places them in co-op member files. Arranges book ordering for Co-op families twice to three times throughout the year.

18. EVALUATION COORDINATOR (1 person)

This position reports to the Vice President of Curriculum. Updates, distributes and mails teacher evaluation forms to parents twice a year. Collects forms, compiles findings and prepares report for Board. Assists the VP of Curriculum to communicate the survey results to the teachers and the parent educators. Reports the results to the board in May's Board Meeting.

19. ASSISTANT REGISTRAR (2 people – one for Tots and one for Twos)

This position reports to the Registrars. Assists Registrars with application work for new and continuing families. Helps Registrars accept applications at the bathhouse on the Open Registration day in March. Works with the Registrars on the "Welcoming Call" task in May. Attends board meetings in Registrar's absence. Assists the Registrars with other tasks as needed.

20. ADMISSIONS RECRUITER (1 Person)

This position reports to the Registrars. Responsibilities include: checking the Co-op's phone messages, responding to all initial inquiries and requests for information, and coordinating classroom observations for prospective parents. The Admissions Recruiters will assist the Registrars to create a Visitors Greeting Plan, and identify a Board member for each class to escort prospective parents on classroom visits during the school year. Assist Registrars with other admissions tasks as needed.

21. ASSISTANT SECRETARY (1 person)

This position reports to the Secretary. Assists Secretary in gathering information for the MPCP handbook and roster, and distributing handbooks to families before school starts. In the Secretary's absence takes and distributes minutes at the MPCP board meetings. Assists the Secretary with other tasks as needed.

22. ASSISTANT TREASURER – DEPOSITS (1 person)

This position reports to the Treasurer. Responsible for tuition deposits. Knowledge of QuickBooks and Microsoft Excel will be helpful for this position. In Treasurer's absence, one will attend board meetings. Assists the Treasurer with other tasks as needed.

23. ASSISTANT TREASURER – AUCTION (1 person)

This position reports to the Treasurer. Assists Auction Chair and Committee. Will be the Treasurer's liaison to the Auction Chair/Committee and have responsibility for financial tasks related to that event. Knowledge of Microsoft Excel will be helpful for this position.

24. ASSISTANT CLASS REPRESENTATIVE (6 people; or as needed per class)

This position reports to the Class Representatives. Examples of responsibilities include: creating and communicating snack and clean-schedules for the school year; sending out email reminder for the coming week's jobs; scheduling monthly parent meetings and taking minutes at parent meetings; organizing class gifts. In Class Rep's absence, attends MPCP board meetings. Assists the Class Reps with other tasks as needed.



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25. CLASS PHOTOGRAPHER (6 people - one for each class)

This position reports to the Class Rep. Takes candid photographs of each child throughout the year, during class activities and at special events (e.g. field trips). Material will be used for display in classroom, for each child's class memory album (created by parents in a class project), for class place mat and for newsletter. Person must have own camera, be prepared to bring it to class weekly and visit class on 'drop-off' days (for Twos classes) at least once a month. MPCP will reimburse film and development expenses.

26. FIELD TRIP COORDINATOR (3 people - one for each Twos class)

This position reports to the Class Rep. Assists teacher with planning and coordinating field trips and special classes for the Twos classes. Calls field trip locations and instructors to schedule trips and classes. Works with class representatives to arrange travel plans.

27. CLASS PROJECT COORDINATOR (6 people - one person per class)

This position reports to the Class Rep. Helps to organize and set up class projects for school auction, and buys materials when necessary. In cooperation with teacher and Class Reps seeks out parent talents and suggests ways to integrate these into class projects. Coordinate the construction of the school projects. This position also helps support the classroom teacher with preparation for various art projects (cutting pumpkins etc.) as needed by the teacher.

28. GREEN CAPTAIN (1 person)

This position reports to the PAC Rep and the Board. Responsible for heading the Coop's effort to move toward more environmentally friendly school practices. For the 10-11 school year, tasks will include: Setting the years green goals based on recommendations from the previous years Green Captain, making sure compost bins are available and in good working order in the classroom at all times and posting clear signage for what materials go into each category (Trash, Recycling, Compost). Tasks also include writing a short "Green Update" article for the newsletter twice a year. Will give quarterly reports to the board through the PAC Rep on school progress towards green goals and, at the end of the school year, will advise the board through the PAC Rep on a set of new goals for the next school year. Consults PAC Rep to learn from what other Coops are doing to "green" their coops.

29. WASTE MANAGEMENT COORDINATOR (1 person.). Reports to the Green Captain and the PAC Rep. Manages the relationship between the Coop and the garbage/recycling/compost company (CleanScapes) as per our contracts. Ensures that garbage/recycling/Compost are consistently picked up and communicates with the teachers to alert them as to the pick-up day and re: any problems/questions that may come up.

30. CLEANING LIAISON (1 person)

This position reports to the VP of Teacher Support. Establishes contact with paid cleaning person and ensures weekly cleaning of the classroom, communicates special cleaning and maintenance needs and coordinates repair work if necessary.

31. LAUNDRY COMMITTEE (2 people - split the year)

This position reports to the Teacher. Cleans towels, smocks, blankets and doll clothes weekly. Picks up on specified day of the week and returns washed materials within two days. Washes parachute and dress-up clothes once every quarter. Organizes all-school towel drive. Insures that there are enough towels available to last for five days.

32. TOY CLEANING COMMITTEE (8 People- rotation)

This position reports to the Teacher and the VP of Teacher Support. Responsible for cleaning and sanitizing the toys and classroom areas on a weekly basis. The time commitment is 1 hour every 3rd week. 2 people cleaning teams will spend 1 hour a week cleaning what the teachers deem most necessary (wipe down cabinets and loft and sanitize kitchen food one week, wipe down books and wooden toys and play-dough tools another week etc.). Committee will need to coordinate their



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classroom cleaning times with the teacher's schedule. Access to a building key is possible if it is determined that cleaning team need to do their work outside of teachers classroom hours.

33. SUPPLIES COMMITTEE (2 people – split the year)

This position reports to the Teacher. Ensures that school never runs out of supplies for the day-to-day operation (toilet paper, paper towels, cleaning solution etc.). Inventories supplies for kitchen and bathroom, and maintains a list of needed items on a weekly basis. Works with teacher to identify supplies needed for office. Posts shopping list in kitchen for teacher and parents to indicate additionally needed products. Purchases kitchen/bathroom and office supplies based on provided list. Replenishes kitchen, office and bathroom supplies from school storage area weekly. Costco membership required.

34. LIBRARY AND BULLETIN BOARD MANAGER (1 person)

This position reports to the Teacher. Helps select new books for purchase and enrichment of the library. Keeps inventory of existing books, organizes, repairs and discards books as necessary. Organizes all general information on school bulletin board. Edits notices on entrance door. In cooperation with teacher, labels and displays completed projects in the classroom.

35. MOVE-IN & MOVE-OUT COMMITTEE (8 people)

This position reports to the President. Works with teacher & president to conduct move-in and set up of the classroom one Saturday before the school year begins (Late Aug. or Early Sept.) and works on the Saturday after the school year ends to organize and store toys, classroom materials and furniture for the summer. Time commitment is one 4-hour shift on a Saturday before the school year begins and one 4-hour shift on the Saturday after the last day of school.

36. SUBSTITUTE TEACHER (1 person)

This position reports to the VP of Teacher Support. Substitute teacher goes through the schedule and materials with the teacher at the beginning of the year to become familiar. If and when the teacher is taking a sick day, the VP of Teacher Support calls the Substitute. The Substitute will inform the class reps of that day that the teacher is gone but class will go on; Let the classes in the building; Set up the classroom for the day; Lead circle time; Tidy up and lock building. If the substitute cannot fill these duties they find someone else at the co-op who can. Substitute needs to be CPR/First Aid Certified.

37. HEALTH/SAFETY/RISK MANAGEMENT (1 person)

This position reports to the Parent Educator. Distributes, collects and maintains immunization records, earthquake preparedness form and emergency cards. Educates parents about co-op health and safety rules. Maintains first aid kit and earthquake provisions bin. Sets up emergency procedures for fire and earthquake situations. Coordinates quarterly fire and earthquake drills with teacher. Makes safety checks at school. Prepares a list of allergies and special dietary restrictions for every class.

38. CPR TRAINING COORDINATOR (1 person)

This person reports to the Parent Educator. Organizes a CPR training for all interested coop families during the early fall. This requires contacting families in early September to gauge interest, find a date that works with most families and schedule a certified CPR trainer. It is imperative that this training happen as soon as possible in the school year so that each class has the required number of CPR certified adults in the classroom at all times including in the event of teacher absence.