

MONTVIEW COMMUNITY PRESCHOOL AND KINDERGARTEN
1980 DAHLIA ST. DENVER, CO 80220

PARENT JOB SIGN UP

Please read carefully!

Dear Parents:

As part of your parent cooperative duties at Montview, you are responsible for a parent job. Each family is assigned and fulfills a parent job, either individually or as part of a committee. Please read the list of parent job descriptions below and fill out the **Parent Job Sign Up Form** at the end of this letter. Based on the information you fill out, we will do our best to match you with a job which best utilizes your skills and is most compatible with your lifestyle. At your class lemonade in August, you will be notified of the parent job for which you will be responsible throughout the school year.

On the **Parent Job Sign Up Form**, rank your job choices 1-5 with 1 being your first choice. **Within your five choices, you must select either carnival AND/OR auction committee.** When selecting your five choices, please be aware that some committees are very small and the chance of getting that committee decreases. All Parent Job Sign Up forms are due to the school office by **July 31, 2010**. Late or incomplete forms will not be processed until AFTER all of the on-time and complete forms have been processed. **If you have already been assigned a position by either the director or by a teacher (i.e. committee chair, participation parent, curriculum parent, etc.), please still fill out the form.**

Please feel free to call the office with any questions you may have about the Parent Jobs.

PARENT JOB DESCRIPTIONS

The following parent job descriptions should be read **carefully**, so that each family can select the job which best utilizes their skills and is most compatible to their lifestyle.

Auction Committee: Organizes the school auction held in February. Responsibilities include sitting on and actively participating in one of the following subcommittees: planning and organizing the party (Party Planning), managing the database, filing of donations, and post-auction reconciliation (Operations), securing donations, sponsorships, and advertising outside of family donations (Acquisitions), designing and coordinating public relationships/marketing (PR), registering bidders and following up with donors (Guest Relations), or resolving any post-auction reconciliation problems (Post-Auction). Requires heavy time commitment of a few months, which varies by subcommittee between October and February. Approximately 40 positions available including subcommittee chairs.

Auction Class Liaisons: Provides all correspondence between parents/teacher and auction committee. Coordinates the design of the class basket/project and oversees all class donations. Requires heavy time commitment from mid-November thru February. 16 positions available including one subcommittee chair.

Carnival Committee: Organizes the school carnival held in May. Responsibilities include communicating to parents their duties for the carnival, planning and organizing vender run and parent run booths, operation and take-down. Requires heavy time commitment from February to May but planning meetings may begin in January. Approximately 30 positions available including subcommittee chairs.

Childcare Committee: Provides on-site childcare for parent functions at Montview such as parent orientation, set-up/take-down, clean up days, etc. Committee members will be asked to provide a total of between 10 and 12 hours of childcare, primarily on weeknights and Saturdays. A lot of child care is needed in the first weeks of the school year so **every member will need to be available between August 24th – September 2rd** and each family should be prepared to provide childcare during those weeks. 18 positions available.

Grocery Certificates Committee: Assists in the sale of grocery certificates. Responsibilities include preparing and distributing standing orders at the beginning of every month, sending email reminders to those with standing orders, promoting and advertising the benefits of using gift cards. 3 positions available.

Indoor Maintenance Committee: Maintains order in storage rooms and teachers' lounge. Organizes and facilitates the four school-wide clean-up days as well as set-up and take-down for each school year. Attends to miscellaneous jobs including general repairs, carpentry, and sewing. Requires 2 hours per month time commitment. 5 positions available.

Library Committee: Works to maintain and improve the school library. Committee members process, mend, organize and shelve books. Requires time commitment of approximately 2-3 hours per month, with some extra time for special projects. Additional time may be necessary to organize/clean the library after the school year ends. Tasks are completed independently and can sometimes be taken home. 7 positions available.

Newsletter: Produces and distributes the school newsletter approximately 4 times a year. Responsibilities include: researching/interviewing people, developing story ideas, writing articles, taking photos, editing/proofreading, graphic design, copying, and distributing. Time commitment is approximately 3 hours per issue except for graphic design position. 9 positions available.

Office Aides: Requires a 2 1/2 hour shift every month (i.e., during child classes). Tasks may include copying, shoe-bagging flyers, errands, answering the phone, etc. This job is best for those who do not have childcare commitments during time spent in the office. 5 positions available.

Playground Committee: Maintains, repairs, and cleans the playground. Committee members will be assigned two weeks of playground duty in which they will clean up in the fenced in area around the playground at least three times a week. This includes but is not limited to sweeping, trash pick up, picking up rocks and pulling weeds. On snow days committee members clear play structures and shovel snow. Participation is required in either a fall or spring morning clean up. In addition, members are required to complete a one-time repair job. This committee is primarily made from morning class families. Approximately 20 positions available.

Note: All committee jobs require attending some meetings of the committee. Lack of attendance at these meetings is extremely detrimental to the operation of these committees. Parents should attend committee meetings unless an emergency prevents them from doing so. Committee chairs should do their best to pick meeting dates compatible with members' schedules.

PARENT JOB SIGN UP FORM

Please note that this form is due in the school office by July 31, 2010.

Please fill out the information below for the person that will be primarily responsible for fulfilling the job requirements. If the job will be equally shared between parents please fill out the form according to strengths and skills of both parents.

Child(rens) Name(s) _____

Child(rens) Class(es) _____

Parent(s) Name(s) _____

Occupation(s) _____

Since Montview is a non-profit organization it relies heavily on its families' connections. Please list below any connection you, your family, or your friends might have: (i.e. I own a restaurant, sister owns party planning business, etc.)

Have you ever held a Montview Parent Job? If so, which job(s)? _____

Although most Parent Committee/Chairperson positions are filled at the end of the previous school year, if a position were to become available would you be interested in it? _____

Please check the items below that apply to your needs and strengths:

- | | |
|---|---|
| <input type="checkbox"/> Prefer individual job | <input type="checkbox"/> Microsoft Publisher knowledge |
| <input type="checkbox"/> Prefer committee job | <input type="checkbox"/> Enjoy Outdoor Work |
| <input type="checkbox"/> Handy | <input type="checkbox"/> Teaching Experience |
| <input type="checkbox"/> Sews | <input type="checkbox"/> Leadership Role in a Sub Committee |
| <input type="checkbox"/> Detail Orientated | <input type="checkbox"/> Carpentry |
| <input type="checkbox"/> Party Planning | <input type="checkbox"/> Microsoft Excel Knowledge |
| <input type="checkbox"/> Public Relation/Marketing skills | <input type="checkbox"/> Enjoy Watching/Playing with Children |
| <input type="checkbox"/> Database Knowledge | <input type="checkbox"/> Website Design/Management |
| <input type="checkbox"/> Fundraising Skills | <input type="checkbox"/> Writer |
| <input type="checkbox"/> Attended a Montview Auction | <input type="checkbox"/> Photographer |
| <input type="checkbox"/> Creative | <input type="checkbox"/> Comfortable Delegating |

Please let us know if there is any reason you should or should not have a particular job (special circumstances, birth of a child, special strengths, etc.)

DIRECTIONS FOR PICKING PARENT JOB CHOICES – you must pick five.

You are required to rank five job choices by entering 1, 2, 3, 4, or 5 with 1 being your first choice. One of your choices MUST include Auction or Carnival committee or both.

- | | |
|---|---|
| <input type="checkbox"/> Auction Committee | <input type="checkbox"/> Indoor Maintenance Committee |
| <input type="checkbox"/> Auction Class Liaison | <input type="checkbox"/> Library Committee |
| <input type="checkbox"/> Carnival Committee | <input type="checkbox"/> Newsletter Committee |
| <input type="checkbox"/> Childcare Committee | <input type="checkbox"/> Office Aide |
| <input type="checkbox"/> Circle of Friends Committee | <input type="checkbox"/> Playground Committee |
| <input type="checkbox"/> Grocery Certificates Committee | <input type="checkbox"/> Special Events Committee |

Office Use Only : Date Form Received _____ Job Assigned _____

