

TRAVERSE CITY COOPERATIVE PRESCHOOL
JOB DESCRIPTIONS

Each co-op member must perform a “job” at the preschool. All jobs are supervised by a board member or by the teacher. We do our best to accommodate your specific request. Please review the job options below and indicate your 3 choices (i.e. B2, T3, F1) on the application where requested.

Building and Grounds Crew

- B1 – Recycling – Check recycle bins weekly. Take to recycling center when necessary. (2 people needed)
- B2 – Cleaning Coordinator – Must be a current member. Maintain current list of cleaning bee participants for Building and Grounds Chairperson. Provide information to cleaning bee captains regarding specific cleaning needs for each monthly cleaning bee. Maintain cleaning supplies and oversee needs of cleaning bee captains.
- B3 – Cleaning Captain – Captain two cleaning bees. Remind members signed up for your cleaning bee of their obligation. Report back to the Cleaning Coordinator after completing each cleaning bee regarding supplies, accomplishments, etc. Cleaning bees are held once/month throughout the entire year (could be a summer job). Need 6 people.
- B4 - Garden Maintenance – Maintain gardens and window boxes outside of the school building (weeding, watering)

Events and Information Crew

- E1 – Socials Coordinator – Must be a current member. Plan fall socials with the teacher and Events and Information Chairperson. Oversee volunteers to set-up and manage fall socials. Coordinate volunteers, appearance of school grounds (flowers, debris removal, balloons, etc.), Welcoming Committee, etc.
- E2 – Fall Family Fun Night Coordinator – Oversee volunteers to set-up and manage Fall Family Fun Night
- E3 – Fall Family Fun Night Assistant – Help with set up and clean up for event. Will also work different stations at the event. (4 Assistants needed)
- E4 – Class Representative – Must be a current member who is available throughout the day. Communicate preschool information to members of your class via telephone or e-mail as per request of the teacher, president, or board. Provide 10-15 photos of class activities including names of children and descriptions of events for inclusion in the annual preschool scrapbook. Participate on nominating committee to select Board of Directors. Need 1 Class Representative for each class. (No one needed for Friday PM Class)
- E5 – Class Scheduler – Prepare and disseminate schedule of assist parents in your child’s class. Need 1 Class Scheduler for each class. (No one needed for Friday PM Class)

Parent Education Crew

- P1 – Parent Education Assistant – Should be a current or previous member. Set up room for parent education meetings. Coordinate with other members to provide refreshments for parent education meetings. Remind members signed up to attend parent education meetings via e-mail or backpack mail.
- P2 – Young People’s Theatre Coordinator – Gather information on performances available for school year. Distribute to all families. Collect money and make reservations for all performances requested. Send reminders via backpack mail.

Secretary’s Crew

- S1 – Scrapbook – Gather photos provided by the five Class Representatives and membership. Collect donations for and assemble scrapbook. Have scrapbook on display at school.
- S2 – Preschool Directory– Gather information submitted on the preschool directory form (distributed at orientation) create directory for entire school. Distribute directory to all members in early October.

Teacher’s Crew

- T1 – Pets – Care for school pets (currently fish). Find or provide care for them over vacations and weekends. Clean habitats, maintain food supply, etc.

T2 – Playdoh – Make playdoh at the teacher’s request using preschool recipe. Need 3 people.

T3 – Laundry/Sewing – Launder and repair towels and paint shirts as needed. Check laundry weekly. May need to deliver clean laundry to the preschool prior to your next scheduled class. Not available to members with only a child in the Friday A.M. class. Need 2 people.

Fundraising Crew

F1 – Fundraising Committee – Assist Fundraising Chairperson with fundraising and special events such as sales, plate and mug, school pictures, spaghetti dinner, etc. Will need several people from within this category to become event coordinators. The Fundraising Chairperson will seek volunteers and make specific work assignments after contacting each member selecting (or defaulting into) this category.

Communications Crew

C1 – Book Club Coordinator – Receive and distribute book club catalogs. Collect orders and money from members. Place orders by phone, fax, or internet. Separate books received and distribute to members. Keep track of points earned for the preschool.

C2 – Book Club Assistant – Assist Book Club Coordinator as requested in distributing and/or processing book orders.

C3 – Web Assistant (Communications) – Assist with creating and maintaining internally-focused content on school website (class lists, cleaning bee schedules, handbook, etc.)

C4 – Communications Assistant – Input and maintain each new set of member e-mail addresses into account. Also maintain TCCP alumni e-mail database.

Marketing Crew

M1 – Web Manager – Lead the overall web effort, with direction from the Communications and Marketing Coordinators. Manage team of three including Web Assistant (Communications) and Web Assistant (Marketing). Also coordinate with Social Media Director and Advertising/Graphics team members as appropriate.

M2 – Web Assistant (Marketing) – Assist with creating and maintaining externally-focused content on school website (family profiles, 25 top things, etc.)

M3 – Social Media Director – Coordinate school social media strategy, including use of Facebook, blogging, videos and other related elements

M4 – Advertising & Graphics – Support Marketing Coordinator in all advertising and graphics functions

Admissions Crew

A1 – Health Coordinator – Maintain an up-to-date file of all health records, emergency cards, and the allergy list. Must have excellent organizational skills. Should be a nurse.

A2 – Health Assistant – Assist Health Coordinator as requested in checking health forms for accuracy, filing, contacting members when needed, etc. Helpful to be a nurse.

President’s Crew

G1 – Grant Writer – Prepare and submit grant application for at least one grant during the school year. Suggested sources for grants include, but are not limited to, the Traverse City Rotary, the Exchange Club, etc.