



Volunteer Job Positions

All parents of children registered with the Preschool are required to volunteer for a position, which contributes to the operation of the Preschool. Two types of positions are available:

1. **Executive:** Requires the parent to attend one additional monthly meeting besides the General Meeting. Also involves more work at home as this group tends to the financial, administrative and organizational duties of the Preschool.
2. **Non-Executive:** These positions play an important role in the daily operation of the school and classroom. Parents volunteer for positions, or in some instances are assigned a position.

Please indicate your preference for positions by placing a number beside your first three choices (i.e. 1, 2, and 3). Most positions are on a first come, first serve basis. Please note you will not be guaranteed the positions you choose.

Executive

- | | |
|---|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Class VP – MWF AM |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Class VP – MWF PM |
| <input type="checkbox"/> Parent Education Officer | <input type="checkbox"/> Class VP – T/TH AM |
| <input type="checkbox"/> Enrollment Officer* | <input type="checkbox"/> Treasurer* |
| <input type="checkbox"/> Fundraising Chairperson | <input type="checkbox"/> Advertising Chairperson |

* These positions run from January to January of each year. All other positions are from June to June.

Non-Executive

- Camera/Photo Parent
- Phoning Parent MWF AM
- Phoning Parent MWF PM
- Phoning Parent T/TH AM
- Shed Maintenance
- Snack/Refreshment Parent
- Exterior Maintenance
- Fieldtrip Coordinator
- Fundraising Assistant
- Interior Maintenance
- Laundry Parent
- Advertising Chairperson
- Photocopying Parent
- Advertising Assistant
- Supplies Parent
- Data Entry Parent
- Toy Cleaning Parent
- Newsletter Coordinator
- Emergency Preparedness Coordinator