



**Little Wonders**  
A PARENT-CHILD CENTER

# Job Descriptions 2009-2010



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**\* Indicates Pre-Registration Job**



## Director

### **\* Director's Project Assistant**

(3 positions available) (PRE REG)

*This job would be a good fit for someone who is a returning Little Wonders parent, has strong computer skills, great interpersonal skills and an ability to self start.*

This person will be assisting the Director with various jobs including either:

- 1) being responsible for the [preview@littlewonders.org](mailto:preview@littlewonders.org) email and corresponding with families interested in Little Wonders as well as handling rsvp's for the spring preview sessions;
- 2) sending out evites for night classes and helping with other computer related documents,
- 3) working with director and community events team to coordinate a community parent education class.

*TIMELINE: Steady throughout the year.*

### **Community Events Team**

(5 positions available)

Work with Director's assistant on putting together a community parent education event. Director and assistant will book the speaker and venue. Community events team will help with publicity. Flyers will need to be made and distributed. This may involve phone calls to school districts as well as individual programs and driving flyers out to places that will help publicize. This team will also work out ticketing details and must be available the evening of the event. We are hoping to have either a February or April event. Date will be solidified by September at latest.

### **Director's Computer Assistant**

(1 position available)

This person will have strong computer skills and an ability to problem solve IT-related problems. Regular backup on the Director's computer will be performed, as well.

### **Adult Librarian and Education**

(2 positions available)

*An interest in parenting literature is a bonus for this job. Two people share this job. You can divide the responsibilities as fits your schedules.*

In August, organize the parent education lending library. Maintain the library throughout the year. Periodically check children's books for repair or replacement. Inventory books each semester and give list of overdue books to Publicity Chairperson for publication in Wonder Words (our school newsletter). Each month, follow-up with borrowers to ensure that books are returned on time.



*TIMELINE: Must be available to work prior to the start of school. Otherwise, work is steady throughout the year. Great job for someone who does not have easy access to a babysitter, since most of the work can be done while attending Little Wonders or from home.*

### ***Night Class Snack Committee***

(4 positions available) **Partial buyout \$200 and 6 hours of work.**

This job involves minimal time (shopping) and a monetary commitment in lieu of the typical 20-hour time commitment. Director will assign evenings for these individuals to provide snacks for evening classes.

**MONETARY COMMITMENT:** *Everyone will be assigned 3 evenings throughout the year to provide approximately \$50-\$75 of snacks per evening. This job will entail **no more** than 6 total hours of time commitment for shopping and setting up food.*

### ***Parenting Classes***

For parents with special skills in marriage counseling, speech pathology or other related fields that apply to the Little Wonders community. The Director will exercise her discretion to make a job available for those parents to hold a class for the Little Wonders community or a subgroup. **Please see the Director in this regard before signing up for this job.**

### ***Photo Album Coordinator***

(1 position available)

*Should enjoy scrapbooking.*

Work with Little Wonders' photographers to gather photographs and assemble them in the Little Wonders' yearly photo albums.

*TIMELINE: Heaviest in spring, as photo album needs to be completed by end of school year in May. CAN WORK FROM HOME.*

### ***Photographers/Historians***

(2 positions available)

*Should have own camera and enjoy photography. Should attend half of the Little Wonders-sponsored events during the year.*

Overall responsibility is to establish a permanent history of the school. Coordinate with other photographer/historian to ensure coverage of all Little Wonders' sponsored events (Halloween party, All-School meeting, PJ Parties, School Picnic, etc.). Photograph a representative sample of parents and children at these events. Provide at least a dozen photos to the director. This team should aspire to attend, between them, every Little Wonders event in order to document them all.

*TIMELINE: Steady throughout the year, but less than 20 hours total.*

**MONETARY COMMITMENT:** *Small out-of-pocket expenses as you pay for film/developing on your own.*



### ***Purchasers***

(2 positions available)

***Must have membership at Costco. Two people share this job – one purchases during first semester, one during the second semester.***

Each week, check supplies (Kleenex, paper napkins, first-aid supplies, paper cups, copier paper, dishwashing soap and baby wipes and other supplies as requested by Director and/or Teachers) and replenish as needed. Ensure that sufficient back-up supplies are available. Purchase art supplies at the request of the Birthday Crown Maker/Art Assistant. Check with Director for budget guidelines before beginning job.

***TIMELINE: Steady throughout your assigned semester.***

### ***Scholastic Book Coordinator***

(2 positions available)

***Must be well-organized and able to meet deadlines.***

Provide Scholastic Book order forms to school each month. Collect orders and checks. Order the books, receive shipments and organize delivery. Keep track of bonus points and special offers for school. Periodically, advertise Scholastic books in Wonder Words (our school newsletter) and/or class announcements.

***TIMELINE: Steady throughout the year, some preparatory work required in August. Can work from home.***

### ***Art Assistant/Birthday Crown Maker***

(1 position available)

***Should enjoy arts and crafts.***

Help Teacher(s) prepare for some detailed art and science projects during the Fall semester. Keep the art and science binders updated. Make birthday crowns on a monthly basis.

***TIMELINE: Steady throughout the year as determined by Teachers. Heaviest workload is in the Fall. CAN WORK FROM HOME.***



## **VP Registration**

### **\* Enrollment Records Coordinators**

(2 positions available) (PRE REG)

*Must be well-organized and able to take direction. Must have access to a computer with internet access.*

Receive enrollment forms that are required for all enrolling families from Registrar starting in the summer. Enter received into database, and enter necessary medical information. File copies at the school as directed for each record type. Similarly process new forms for families added during the school year. When necessary, contact families with incomplete, missing or expired forms. Notify the teachers/Registrar of families with delinquent submittals. Assist in training the incoming Enrollment Records Coordinators. Data entry can be done from home at any time, and filing must be done at the school.

*TIMELINE: Must be available to begin job June 1. Heavy in summer and lighter during fall and spring.*

### **\* Registrar's Assistants**

(2 positions available) (PRE REG)

*Must be well-organized and have good people skills. Must have access to a computer with internet access.*

This is a great way to get to know many Little Wonders families! Assist Registrar in tasks associated with all aspects of registration. Duties may include calling current or interested families, responding to email inquiries, preparing handouts for registration events, entering family data in our database, providing class rosters and sign-in sheets for various events, helping process withdrawals, providing support to other Board members who need assistance with information on enrolled families, and assisting with the registration process in the Spring.

*TIMELINE: Must be available to begin job June 1. Heavy in summer and spring with some steady work throughout the year. MOST OF THE WORK CAN BE DONE FROM HOME.*

### **Envelope Stuffer**

(1 position available)

Assist the Registrar in the registration process as needed, primarily to take home envelopes and materials to be mailed, stuff them, stamp them and drop them at the post office within the designated time. School-wide mailings will include the class confirmation letters that are sent in May and the enrollment packets that are sent in June. Registrar may also request other miscellaneous assistance during the year.

*TIMELINE: Must be available to begin job June 1. Heaviest in May and June with some work throughout the year. MOST OF THE WORK CAN BE DONE FROM HOME.*



## VP Liaison

### **\* Class Liaison**

(12 positions available) (PRE REG)

***Should be a returning parent. Must have email account and be comfortable with email.***

Primary role is to act as a class leader, helping to unite the class and facilitate bonding between class members. For Orientation Night, class liaisons extend an invitation through evite and/or phone calls, as well as coordinate refreshments for the evening. Class liaisons organize occasional outings outside of class (park dates or Mom's night-type events) and organize assistance for class members in a pinch (e.g., provide meals for families with new babies) to further class bonding. Class liaisons are key communicators and are responsible for distributing weekly announcements to their classes by email and making announcements during class. From time to time, the job will require telephone calls or email to class members for special events reminders. Additional responsibilities include assisting teacher with daily running of classroom, acting as a contact person during class time for new families, assisting and choosing the class package donation for the Auction (the school's fundraiser) and motivating the class to contribute, and coordinating and collecting money for end-of-the-year teacher-appreciation gift.

***TIMELINE: Steady throughout the year with three required meetings – liaison introductory meeting in late July or August, orientation night during first two weeks in September, and a meeting in January/February.***

### **\* VP Liaison Assistant**

(1 position available) (PRE REG)

***Should be a returning parent.***

Assist the Vice President Liaison as necessary. Will be primarily responsible for coordinating Little Wonders' outreach activities (Shelter Network, Family Connections and Homework Central). Activities may include organizing initial meetings for outreach teams, setting objectives, keeping outreach efforts on track with email reminders and phone calls, ensuring appropriate publicity of outreach activities, and assisting the teams as needed.

***TIMELINE: Steady throughout the year. Busy in November/December for holiday outreach activities and March/April for Spring Book Drive. Three required meetings – Outreach Introductory meeting in August/September, Shelter Network Holiday Giving meeting in November/December, and Family connections Book Drive delivery in March/April.***

### **Outreach Coordinators – Shelter Network**

(2 positions available)

***Interest in working with non-profits supporting children and families within our community. Must be available in November/December.***



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Work as part of a small team to organize Little Wonders' holiday outreach efforts. Each holiday season, Little Wonders supports a number of underprivileged families through Shelter Network. In November, work to get the Little Wonders community enthusiastic about participating in the holiday giving program by preparing fliers, posters, class announcements and writing articles for Wonder Words (our school newsletter). Prepare a collection box for the school and check regularly for donations. In December, with the money donated by Little Wonders' families, purchase and deliver gifts and supplies for families.

*TIMELINE: Heavy in November/December. Two required meetings – Outreach Introductory meeting in August/September & Shelter Network gift delivery in December.*

## **Outreach Coordinator – Homework Central**

(1 position available)

*Interest in working with non-profits supporting children and families within our community. Must be well-organized and able to make monthly reminder telephone calls. Homework Central is a tutoring program offered for all students needing additional help at our community elementary Sunnybrae School. We provide snacks for the children attending this program for one week of each month.*

Publicize through class announcements. Make reminder telephone calls and/or emails to all participants prior to their contribution day and ensure that the snack(s) are brought with them to class. A Homework Central volunteer will pick them up here at LW.

*TIMELINE: Steady throughout the year, one week per month. One required meeting – Outreach Introductory meeting in August/September.*

## **Outreach Coordinators – Family Connections**

(2 positions available)

*Interest in working with non-profits supporting children and families within our community. Family Connections is our “sister” school in East Palo Alto. They run a co-operative program similar to ours for low-income families. Each year we support their efforts in several ways, including publicizing their important fundraising events and organizing a Book Drive to provide books for each Family Connections student.*

Collect information about Family Connections events (e.g. Author's Night & Book Drive) to be publicized in Wonder Words (our school newsletter) and the class announcements and follow through as necessary. In the Spring, write an article for Wonder Words (our school newsletter) about our relationship with Family Connections to generate interest for the Book Drive. Prepare a collection box for placement in the classroom and check regularly for donations. Work with Scholastic Book Coordinator(s) to allow parents to purchase Scholastic Books for the Drive. Advertise your efforts through VP/Liaison, class announcements, and Wonder Words (our school newsletter). Coordinate pick-up and delivery of donations. At end of Book Drive, sort books into book/gift bags and deliver the books to Family Connections.

*TIMELINE: Heavy in the spring. Three required meetings – Outreach Introductory meeting in August/September, Book Drive organization meeting in January/February, and book delivery in March/April.*



## Events Planning Director/Chair

### **\* Events Planning Director's Assistant**

(1 position available) (PRE REG)

*Strong organizational and management skills are needed. Must have ready email access to communicate with the Events Planning Director and the various events' chairs.*

- Assist the Events Director with various projects as needed.
- Represent the Events Planning Director at Board meetings or other committee meetings as needed.
- Coordinate with the various events' chairs to assure that the chairs' planning binders are updated, that relevant hard copy and electronic copies of documents are included, and that the binders are passed on to the following year's chairs.

#### **TIMELINE:**

- *Should be committed to Little Wonders for a full year, as the work is steady throughout the year.*
- *Reliable babysitting necessary, as you may be required to attend meetings and/or events.*

### **\* Food and Beverage Chair**

(1 position available) (PRE REG)

*MUST be a returning parent. Strong organizational and management skills are needed. Must have ready email access to communicate with the events' Chairs, their committees and the Events Planning Director.*

- Be in charge of the Food & Beverage Committees for three events – All-School Meeting (early October), the Halloween Party (late October), Talbot's Night (early December). This entails meeting with each of those committees at the specified times in the school year, giving out assignments as to how much/what food and beverages each person should bring, and making a work schedule for the committee to work the food tables at those events. Most other communication can be done via email.
- May be asked to step in and provide hands-on management at the events.
- Update the Food and Beverage Chair binder. Include hard copies and electronic copies of all relevant documents, as well as any information that may be helpful to future chairs.

#### **TIMELINE:**

- *Workload is weighted heavily during the first semester.*
- *Will be required to attend one evening/weekend meeting with each of the four committees to organize and hand out assignments (in August for All School Meeting, October for Halloween Party and November for Talbot's Night.*
- *Must attend all three events.*



- *Reliable babysitting necessary, as you will be required to attend meetings and events.*
- *Must have Costco card, as many food and beverage items are purchased there.*

### **\* All School Meeting and Talbot's Night Chair**

(1 position available) (PRE REG)

*MUST be a returning parent. There are two events in the Fall Semester – the All-School Meeting and a fundraiser shopping night at Talbot's Toyland in San Mateo – you will chair both events (we combine these into one job because the amount of work required at both of these events is equal to one of the larger events). Good interpersonal and organizational skills a must. Must have email access to communicate with the Events Director and your committee.*

Obtain complete binder from Director NO LATER THAN August for detailed information pertaining to your job. (See Job Description document for complete job description.)

#### **TIMELINE:**

- *Busy during Fall Semester, beginning in late August.*
- *You will be required to have one evening or weekend meeting with your committee in August (scheduled at your convenience) to give out assignments and get organized.*
- *Most other communication with your committee can be done via email.*
- *Attend both events, including set-up and clean-up.*
- *Reliable babysitting necessary to attend the committee meetings and the events.*
- *ALL work is completed by mid-December.*

### **\* Halloween Party Co-Chairs**

(2 positions available) (PRE REG)

*MUST be a returning parent. Strong management and interpersonal skills are important for this job as you will be heading a committee of up to 20 parents. Must have ready email access to communicate with your committee, co-chair, the Events Planning Director and the Food and Beverage Chair.*

- Obtain complete Halloween Party binder NO LATER THAN August for detailed information pertaining to your job.
- Working with a co-chair, you will organize and run the Halloween Party with the assistance of a committee. **The Halloween Party will be held on October 31, 2009.**
- Coordinate all committee members' activities and create a work schedule for all committee members on the day of the party.
- Coordinate food and beverages with the Food and Beverage Chair, who will be in direct charge of the separate food and beverage committee.
- Update the Halloween Party Chair binder. Include hard copies and electronic copies of all relevant documents, as well as any information that may be helpful to future chairs.

#### **TIMELINE:**

- *Must be available for moderate to heavy work during August, September, and October, including meetings and the event itself.*



- *Conduct two evening or weekend meetings (scheduled at your convenience) with committee members, initially to assign jobs then to follow up on progress.*
- *Most other communication can be done via email.*
- *Additionally, may be asked for separate meetings with the Events Planning Director and the Food and Beverage Chair.*
- *Must be present all day at the party, including set-up and clean-up.*
- *Reliable babysitting necessary to attend the meetings and the event.*
- *All work is completed by early November.*

### **\* Spring Fling Co-Chairs**

*(2 positions available) (PRE REG)*

*MUST be a returning parent. Strong interpersonal and organizations skills important as you will be managing a committee of Little Wonders parents. Must have ready email access to communicate with your committee and the Events Planning Director. Strong marketing skills a plus as well as negotiation skills in coordinating contracts with vendors.*

- *Obtain complete Spring Fling binder NO LATER THAN November for detailed information pertaining to your job.*
- *Working with a co-chair, you will organize and run the annual Spring Fling—an evening event for adults only with dinner, entertainment, and an auction (the auction is organized by a separate chair and committee). **This event is held at Domenico's Winery in San Carlos on the last Saturday in April.***
- *Work with your committee to arrange for entertainment (band or DJ), coordinate catering, order and distribute invitations and promote the event.*
- *Coordinate all of your committee members' activities and remain within stated budget.*
- *Coordinate with Auction Committee Chair to provide space, tables, etc. for auction.*
- *Manage set-up, the event itself, and clean-up.*
- *Update the Spring Fling Chair binder. Include hard copies and electronic copies of all relevant documents, as well as any information that may be helpful to future chairs.*

#### **TIMELINE:**

- *Light planning begins in late November, heaviest activity from January up until the event (usually March or April).*
- *Conduct two evening or weekend meetings with committee members to initially brainstorm and assign jobs, then follow up on progress (scheduled at your convenience). Most other communication can be done by email.*
- *No work in the fall.*
- *You will be required to attend and work at the event.*
- *Reliable babysitting necessary as you will be required to attend the event, the two committee meetings and a separate meeting with the Events Planning Director.*



### **\* School Picnic Co-Chairs**

(2 positions available) (PRE REG)

*MUST be a returning parent. Strong management and interpersonal skills are important for this job as you will be heading a committee of parents. Must have ready email access to communicate with your committee and the Events Planning Director. Event will be held the first or third Sunday of May.*

- Obtain complete School Picnic binder NO LATER THAN December for detailed information pertaining to your job.
- Make a reservation with the San Mateo Parks and Recreation Department(usually January 2<sup>nd</sup>) for the covered space at Beresford Park for the date of the Picnic (usually the first or **preferably the third Sunday of May**).
- Coordinate the committee in planning games, activities and entertainment.
- Collect partial buy-outs and coordinate food for lunch.
- Remain within the specified budget.
- Must be present all day of the picnic, including set-up and clean-up.
- Update the School Picnic Chair binder. Include hard copies and electronic copies of all relevant documents, as well as any information that may be helpful to future chairs.

#### **TIMELINE:**

- *Planning begins in February and continues through May, with the heaviest load in April and May.*
- *Conduct one evening or weekend meeting (scheduled at your convenience) with committee members to get organized and assign jobs.*
- *Most other communication can be done via email.No work in the fall.*
- *Reliable babysitting necessary to attend meetings and the event.*

### **All School Meeting and Talbot's Night Committee**

(5 positions available)

*Should enjoy working on a committee. Must have ready email access to communicate with your committee and Chairperson.*

- Under direction of the Chairperson, assist in the planning and management of the All-School Meeting AND Talbot's Shopping Night events.
- Attend one or two evening or weekend committee meetings (to be organized by the committee Chairperson) at which you will be assigned a job in one of the following categories: registration and agenda coordination, publicity, raffle, Parent to Parent Networking Liaison coordination, or decorations.
- At both events, you will be required to attend set-up, work as greeter or at registration/food tables during event, and clean-up.

#### **TIMELINE:**

- *Must be available to work late August to early December, with the heaviest loads in September and November.*



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- *The All School Meeting is usually the third Wednesday night in October, and Talbot's Night is usually the first Wednesday night in December.*
- *Reliable babysitting necessary, so you can attend committee meetings as well as the two events.*
- *All work is complete by early December.*

## **All School Meeting and Talbot's Night Food & Beverage Committee**

(6 positions available) **Partial buyout - \$200 and 6 hours work**

*Must have ready email access to communicate with the Food and Beverage Chair. The committee (organized by the Food and Beverage Chair) will provide appetizers, desserts and beverages for BOTH events.*

- *Must bring designated food and beverages to each event.*
- *Must work a portion of time at one or both events, for set-up, during the event or clean-up.*

### **TIMELINE:**

- *No more than 6 hour total time commitment.*
- *The All School Meeting is usually the third Wednesday night in October, and Talbot's Night is usually the first Wednesday night in December.*
- *Must attend one evening or weekend committee meeting (typically late August/early September) where you will be given your assignment of what to bring.*
- *All other communication with the Food and Beverage Chair will be done via email.*
- *Reliable babysitting required, so you can shop, bring your items to the events and work your allotted time.*
- *All work is complete by early December.*
- *Must have a Costco card, as many food and beverage items are purchased there.*
- *\$200 check must be paid to Little Wonders 30 days before the event*

## **Halloween Party Committee**

*(20 positions available) Should enjoy working on a committee. Must have ready email access to communicate with your committee and chairperson.*

- *Assist coordination of Halloween Party for Little Wonders' families and friends. The Halloween Party will be held on **October 31, 2009**. Responsibilities on the committee will include shopping, soliciting contributions, making props and decorations and organizing a booth to work at the party.*
- *You will be required to set-up the evening before the party and the morning of the party, run a booth during the party, and clean-up afterwards.*

### **TIMELINE:**

- *Must be available for first meeting in August*
- *Must be available to work during late August, September, and October*
- *Attend two evening or weekend committee meetings (in August and October) to get job assignment and work with other committee members.*



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- *Reliable babysitting necessary for the evening or weekend committee meetings, and all day the day of the event.*
- *All work is done by end of October.*

## **Halloween Food & Beverage Committee**

(6 positions available) **Partial buyout - \$200 and 6 hours work**

*Must have ready email access to communicate with the Food and Beverage Chair. The committee (organized by the Food and Beverage Chair) will provide appetizers, desserts and beverages for the Little Wonders Halloween Party.*

*Must bring designated food and beverages to the event and work one of the two parties (morning or afternoon) restocking food and freshening the table, as well as set-up or clean-up.*

### **TIMELINE:**

- *No more than a 6 hour total time commitment.*
- ***The Halloween Party will be held on October 31, 2009. You MUST attend event.***
- *Must attend one evening or weekend committee meeting (typically early October) where you will be given your assignment of what to bring.*
- *All other communication with the Food and Beverage Chair will be done via email.*
- *Reliable babysitting necessary for the evening or weekend committee meeting, and for your allotted time the day of the party.*
- *Must have a Costco card, as many food and beverage items are purchased there.*
- *\$200 must be paid to Little Wonders 30 days before the event*

## **Spring Fling Committee**

(5 positions available)

*Should enjoy working on a committee. Must have ready email access to communicate with your committee and Chairperson.*

- *Help plan the Spring Fling dinner and fundraising event for Little Wonders' families.*
- *Assist in organizing and producing the event, arrange for entertainment (band or DJ), coordinate catering, order and distribute invitations, promote the event, select decorations as needed – all while remaining within budget.*

### **TIMELINE:**

- *Heaviest activity from January up until the event in April.*
- *Attend two evening or weekend meetings to initially brainstorm and assign jobs, then follow up on progress.*
- *Most other communication can be done by email.*
- *No work in the fall. You will be required to attend and work at the event, usually the **last Saturday in April**, including set-up and clean-up.*
- *Reliable babysitting necessary, as you will be required to attend the event and the two committee meetings.*



### **Spring Fling Set-Up Committee**

*(8 positions available) Partial buyout - \$200 and 6 hours work*

*This job is a partial buyout meaning less time with a financial contribution. This committee will need to be available for set up, help during event as well possibly light clean up duties on evening of event (**which is held the last Saturday of April**). \$200 must be paid to Little Wonders 30 days before the event*

### **Spring Fling Photo Slideshow Producer**

*(1 position available)*

*This person is responsible for collecting photographs of a representative section of children each year, and creating a slide show to be shown at the Spring Fling.*

*TIMELINE: Heaviest in the spring. Work can be done from home.*

### **School Picnic Committee**

*(8 positions available) Partial buyout - \$150 and 8 hours work*

*Should enjoy working on a committee. Must have ready email access to communicate with committee and Chairperson.*

- *Assist in the planning and production of the School Picnic for Little Wonders' families (**usually held in 3<sup>rd</sup> Sunday in May from 11-2**).*
- *Reliable babysitting necessary, as you will be required to work at the event and attend one or two committee meetings.*
- *You will help to plan activities, entertainment, decorations and a light lunch for the event, as well as handle publicizing to the parent group.*

*TIMELINE:*

- *Planning begins in February with heaviest load in April/May.*
- *No work in the fall.*
- *Attend one or two evening or weekend meetings with committee members to get job assignment and work with the committee. Most other communication will be done via email.*
- ***Must work the 3 hour event, including set-up and clean-up.***
- *\$150 must be paid to Little Wonders 30 days before the event.*



## Development Chair

### **\* Development Chair Assistant**

(1 position available) (PRE-REG)

*Must be organized with strong project management skills. May require attendance at evening committee meetings.*

Work closely with the Development Chair on fundraising ideas throughout the year. Projects will vary from year to year, depending on the goals and objectives set out by the Development Chair and Director and fundraising needs. May need to guide the Contributions and Auction Chair(s) in any way needed. Duties will be assigned by the Development Chair and may include coordinating fundraising events to achieve targeted goals. Coordination may include contacting local businesses, scheduling dates by working with the Director, and promoting fundraising events by listing in the school calendar, writing articles in Wonder Words (our school newsletter), producing flyers for the classroom, and sending email blasts to Little Wonders families. Coordinate logistics with participating fundraising partners and ensure Little Wonders receives the correct amount from each fundraising event. Must be able to attend scheduled fundraising events. Report figures after each fundraising event to Development Chair. Other responsibilities may include managing ongoing fundraising projects as designated by the Development Chair and Director.

*TIMELINE: Steady throughout the year.*

### **\* Auction Co-Chairs**

(2 positions available) (PRE REG)

*Experience with auctions a plus. Strong marketing and interpersonal skills important as you will be managing a committee of Little Wonders parents. May require attendance at evening meetings. Must be comfortable with learning and working with the school's Auction! Software. Should have Windows PC or Mac with Windows capability to use Auction! Software.*

Oversee Auction Committee to organize Auction night including: creating auction layout, décor, displays, logistics, etc. for silent and live auctions. Oversee Auction Committee and checkout on the day of the event. Work with the Contributions Committee to receive all donations and associated information in a timely manner and coordinate transfer of items to the event. Work with the Contributions Committee Chair(s) and Auction Word Processor(s) to ensure development of the Auction guidebook, bid sheets, item descriptions, winner cards, gift certificates, checkout receipts and all other deliverables. Work with the Spring Fling Committee to coordinate the planning of the Auction and event, ensure consistency between the two, and co-plan the schedule and logistics of the evening. Determine venue needs, plan and run side events (e.g. raffle), create and distribute all relevant promotional information. Develop and implement a plan, staffing schedule and volunteer training for Auction night setup, checkin, checkout, silent and live auctions, payment processing, auction item retrieval, storage for items not picked up and breakdown. Plan and manage budget, prepare and



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oversee cash boxes for the event, account for all sales and monies from the event, and resolve any outstanding items (i.e. families owing balances, etc.). Provide status report to the Development Chair and backup copy of database to Technology Chair. Solicit feedback from Auction Committee. Update turnover report for next year's chair(s).

*TIMELINE: Busy December through April with heavy load in March/April. Must be available to work the day and night of the event.*

## **Auction Committee Member**

(10 positions available) **Partial buyout - \$100 and 10 hours work**

*Should enjoy working on a committee. May require attendance at evening meetings. Must be available to work the night of the Auction (usually last Saturday in April.)*

Put together the auction for the annual event under the direction of the Auction Chair(s). Plan auction layout, displays and set-up, determine venue needs in advance with Auction Chair(s). Plan a schedule for staff to set-up and tear down auction tables. Oversee display of all auction items per auction checkout log provided by the Contributions Committee Chair(s). Responsibilities may include organizing donated items into packages; creating bid sheets, the auction guidebook, display description boards, and posters; transporting items to the event; setting up the auction tables the afternoon and evening of the event; assisting with guest check-in; staffing the auction tables during the event to answer questions and monitor bid sheets; assisting with processing winning bids once the silent auction tables close; helping with check-out and cleanup afterwards. Organize and implement any side events planned the night of the event. May also be asked to deliver items to purchaser's homes and follow up on any outstanding items (i.e. families owing balances, etc.). This job involves a shorter time commitment and a monetary commitment in lieu of time

**TIMELINE: Busy February through April with heavy load in March/April. The bulk of this job is the actual day of the event so committee members must be available on the last Saturday in April. \$100 must be paid to Little Wonders 30 days before the event.**

## **\* Auction Word Processor**

(1 position available) (PRE-REG)

*Strong computer, organizational and editorial skills a plus for this job. Also helpful if you work well under the pressure of a deadline. Must be comfortable with learning and working with the school's Auction! Software. Should have Windows PC or Mac with Windows capability to use Auction! Software.*

Work as a part of the Auction Committee under the direction of the Auction Chair(s). Must be available to attend meetings and liaise with members of the Auction and Contributions Committee. Oversee the creation of the auction guidebook and bid sheets. Create the introductory and acknowledgement pages of the guidebook. Assist with writing item descriptions as needed and ensure that all item descriptions are written and communicated in the timeline specified. Work with Auction Chair(s), Contributions Chair(s), Spring Fling Chair(s), the Live Auction Coordinator, the Class Projects Coordinator, Director and Board of Little Wonders to receive all guidebook content by email at least 4 weeks prior to the event



date. Coordinate with the Little Wonders President to receive Honorary Service Award Nominations for inclusion in the guidebook. Submit completed guidebook to the Director, the Board, Auction Chair(s), Contributions Committee Chair(s), and Spring Fling Chair(s) for review and approval. Make all guidebook changes and ensure guidebook and all collateral is updated. Manage timelines, liaise with Webmaster to get the guidebook on the web (including website links for donors), and coordinate the production of guidebook hardcopies, as well as all other printed materials needed at the event (bid sheets, gift certificates, check-out logs, etc). Display the auction guidebook in classroom for previewing prior to the event.

*TIMELINE: Busy February through April with heavy load in March/April. Must be available for last minute changes or additions in the weeks leading up to the event.*

### **Live Auction Coordinator**

(1 position available)

*Experience with auctions (both silent and live) a plus. Creativity encouraged.*

Work with the Board, Director, and staff of Little Wonders to define up to 5 live auction items for the annual event (items in the past have included trips to Hawaii, wine tours of Napa Valley, dinner parties prepared in your home, etc.). Collect all relevant information and display material, and develop display posters for each item. Ensure auction inventories are maintained, create guidebook verbiage for each item, help secure an auctioneer, and develop auctioneer instructions and script. Work with Auction and Spring Fling Chair(s) to determine layout, venue needs, and plan the live auction. Deliver and display live auction items, poster boards, etc. on the day of the event. Greet live auctioneer and be available to assist until live auction is completed.

*TIMELINE: Busy January through April with heavy load in March/April. Must be available to work the day and night of the event.*

### **\* Contributions Co-Chairs**

(2-3 positions available) (PRE REG)

*Strong marketing and interpersonal skills a plus as you will be soliciting donations. Most solicitations will be to Little Wonders parents or prior year donors, so there will be limited cold-calling. Strong organizational and management skills important as you will be managing a committee of Little Wonders parents. Should have prior auction experience. Must be comfortable with learning and working with the school's Auction! Software. Should have Windows PC or Mac with Windows capability to use Auction! Software.*

Oversee the Contributions Committee and work with the Auction Chair(s). Maintain database of donors using the school's Auction! software. Responsibilities include: soliciting local businesses who have donated to Little Wonders in the past and Little Wonders families; advertising donation requests via the Little Wonders newsletter and class announcements; ensuring thank you notes and tax receipts are sent to all contributors; encouraging committee members throughout the fundraising process; and maintaining control over physical items prior to the Auction. Enter, number and categorize all auction items in the database. Maintain inventory of all auction items received, including promotional materials and displays, etc.



Work with committee to package items and develop verbiage for the auction guidebook. Email database with item descriptions and numbers to the Auction Word Processor(s) and Auction Chair(s) at least 4 weeks prior to the event date. Email periodic backups of database to Technology Chair. Prepare auction checkout log and envelopes for each auction item. Organize checkout envelopes and gift certificates and pass on to the Auction Chair(s) for the night of the event. Coordinate with Auction Chair(s) to deliver auction items, supporting materials, auction checkout log and envelopes prior to the event. Attend the event and assist in distributing items after the event as needed. Prepare a final turnover report for next year's chair(s).

*TIMELINE: Busy September through April.*

### **Contributions Committee Member**

(8 positions available)

*Must enjoy working as part of a committee.*

Solicit and obtain up to 5 donations for the auction valued at \$50 or more for each item. Solicitations will be to prior year donors as well as Little Wonders parents. THERE WILL BE LITTLE, IF ANY, COLD-CALLING INVOLVED WITH THIS JOB. Members with personal contacts are encouraged to leverage their networks to secure new auction items. Attend committee meetings, create verbiage for items secured to be included in the auction guidebook, follow up with donors as needed, and ensure thank you letters are sent to all donors. Work with the committee to package auction items with brochures, photos, etc. for display. Gather all donated items and deliver them to Contributions Committee Chair(s) at least 2 weeks prior to the event date. Collect display materials and return them to donors after the event.

*TIMELINE: Busy October through April.*

### **Class Projects Coordinator**

(1 position available)

Work as a member of the Contributions Committee under the direction of the Contributions Committee Chair(s). Coordinate with each teacher and class liaison to determine what each class (12 classes in total) will be donating to the auction (items in the past have included a hand painted chair and table set, a basket of children's stories and CDs, etc.). Follow up with each class at the beginning of the spring semester to ensure that projects are underway, and collect projects and fun sales-worthy descriptions for each project from class liaisons 4 weeks prior to the event date. Package class projects for auction display and gather any supporting promotional material as needed. Consolidate all project descriptions and email them to the Auction Word Processor(s), Auction Chair(s) and Contributions Committee Chair(s) at least 4 weeks prior to the event date. Communicate venue needs for displaying auction items to Auction and Spring Fling Chair(s).

*TIMELINE: Busy January through April, with heavy load in March/April.*



**\* eScrip/OneCause Coordinator**

(1 Position available) (PRE REG)

*eScrip and OneCause are resources for fundraising where participating business partners (in stores and online) contribute a percentage of Little Wonders' family's grocery loyalty cards, credit card, and debit/ATM card purchases to Little Wonders. Financial and/or accounting background preferred.*

Act as a liaison between eScrip, OneCause and Little Wonders. Promote participation in eScrip and OneCause through articles in Wonder Words (our school newsletter), posters, class announcements, distribution of flyers, running a sign-up promotion/contest, etc. Set up a table at the All-School Meeting and possibly at orientation meetings to educate parents about the program and sign them up. Reconcile monthly reports sent from eScrip and OneCause and distribute them to both the Treasurer and the Development Chair.

*TIMELINE: Busy September through December; light rest of year.*

**eScrip/OneCause Coordinator Assistant**

(1 position available)

Assist eScrip/OneCause Coordinator as needed in promoting programs. May include helping them with sign-ups and education at All-School Meeting, and possibly at Orientation Meetings; creating and distributing flyers; working with eScrip/OneCause Coordinator and Class Liaisons to contact families not yet signed up; and helping with the sign-up promotion and any other initiatives to increase the number of registered families.

*TIMELINE: Steady throughout the year.*

**\* School Photographer**

(1 position available) (PRE REG)

*Must be able to work during school hours. Must have a flexible schedule with access to reliable childcare during the day. Photography experience a must-have.*

Working with the Director, create and manage schedule for individual portrait sessions usually held in the Fall and class pictures usually done in the Spring. Record pictures taken during each session and ensure that picture files are assigned to the correct class. Upload and organize photos after pictures have been taken. Liaise with Picateers on order fulfillment.

*TIMELINE: Individual portraits done in the Fall/ Class photo's done in the spring.*

**School Photographer Assistant**

(2 positions available)

*Must be able to work during school hours. Flexible schedule with access to reliable childcare during the day. Interest in photography a plus.*

Create and manage schedule for individual portrait sessions and class pictures, working with the School Photographer and Director. Assist School Photographer during class pictures and individual portrait photo sessions as needed. Record pictures taken during each session and work with School Photographer to ensure that picture files are assigned to the correct class. May need to help School Photographer upload and organize photos after pictures have been



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taken. Liaise with Picateers or other vendor on order fulfillment and serve as point person between Little Wonders and Picateers or other vendor.

*TIMELINE: Individual photo's done in the Fall and class photo's done in the spring.*

### ***Picateers Account Manager***

(1 position available)

In early September, set up all class and school Picateers accounts, and invite members to join appropriate groups. Manage add/drops throughout the year for each class list. Add other individuals as needed (e.g. placemat committee, class picture photographer, Spring Fling slide show coordinator).

*TIMELINE: Must be available in early September, steady throughout remainder of year.*



## **Jobs Chair**

### **\* Jobs Chair Assistant**

(1 position available) (PRE REG)

*Must be well-organized, work well under supervision, and also be a self-starter. Must have strong computer skills and familiarity with Microsoft Excel and Microsoft Word.*

Assist Jobs Chairperson on an as-needed basis. Tasks may include (but not be limited to) data entry, preparing spreadsheets of Pajama Party Hostess, Play Dough Maker, and Towel Washer schedules, assisting with updates to job descriptions at year-end. Responsible for the distribution and collection of job completion forms.

*TIMELINE: Steady throughout the year and heaviest at the beginning of each semester. MOST OF THE WORK CAN BE DONE FROM HOME.*

### **Pajama Party Hostesses**

(12 positions available) **Partial Buyout \$200 and 6 hours work**

*A job with fewer hours, but requires some monetary output.*

Each class has a Friday night PJ Party, where kids, their siblings, and parents come to school in the evening for a modified “class” session. This is a fun job where you act as host/hostess for two (2) Friday night pajama nights (dates determined by Director) by providing food and refreshments for parents and children. The Teacher plans the evening program; the hostesses (two per party) set up and clean up at each party. You will receive your schedule at the beginning of each semester

*TIMELINE: Two (2) Friday evenings throughout the school year, one fall semester and one spring semester (no more than 6 hours total).*

### **Play Dough Maker**

(8 positions available)

*Must be able to follow a recipe and work under a deadline.*

Because of the numbers of children who play with our play dough each week, play dough is replaced weekly. Make fresh play dough approximately seven (7) times during the school year, and bring to school on assigned day (team schedule distributed at beginning of each semester).

*TIMELINE: Steady throughout the year. ALL OF THE WORK CAN BE DONE FROM HOME. MONETARY COMMITMENT: Must pay for play dough-making supplies.*

### **Towel Washers**

(12 positions available)

*Must have access to a washing machine. **Must be enrolled in one of the following classes: Tues AM, Wed PM, Thurs PM or Sat Class. Please only choose this job if you are in those classes.***



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## **Publicity Chair**

### **\*Publicity Chair Assistant**

(1 position available) (PRE REG)

*Must be a returning family. Marketing or advertising and graphic design experience a plus. Strong interpersonal and organizational skills needed.*

Manage Little Wonders' advertising efforts throughout the year. Develop advertising plan for the year and oversee production and delivery of ads to local publications (usually mothers club newsletters or e-bulletins). Work with Publicity Desktop Publisher to ensure all advertising meets various size and technical requirements. Also, as requested by Publicity Chairperson and with the Publicity Desktop Publisher, develop promotional materials (flyers and brochures), as needed, throughout the year.

*TIMELINE: Must be able to begin job in July preceding the school year. Work is steady throughout the year. May require 1 or 2 in-person meetings with Publicity Chair. Otherwise, most work can be done from home and over email.*

### **\* Wonder Words Co-Editors**

(2 positions available) (PRE REG)

*Wonder Words is our school's newsletter. Strong editorial skills needed. As you will be overseeing a committee, strong interpersonal skills are a plus.*

Plan and manage the production of five issues of Wonder Words (each editor to oversee 2 or 3 issues per year). Assign stories and informational articles to Wonder Words Writers, edit as necessary, and manage delivery of articles according to the production timeline. Lead development of story ideas, and help with researching and writing articles, as needed. Ensure timeliness of final publication and distribution.

*TIMELINE: Must be able to begin job in July preceding the school year. Most work can be done at home and over email, but 1 or 2 in-person meetings with the newsletter team are strongly encouraged.*

### **\* Wonder Words Desktop Publishers**

(2 positions available) (PRE REG)

*Computer desktop publishing skills required. Must own or have access to InDesign (preferred) or Quark.*

Design and layout the five issues of Wonder Words produced each year (each desktop publisher to be responsible for 2 or 3 issues per year). Work closely with the Wonder Words Editor and Wonder Words Design Editor to deliver the newsletter according to the production timeline.



*TIMELINE: Must be able to begin job in July preceding the school year. Most work can be done at home and over email, but 1 or 2 in-person meetings with the newsletter team are strongly encouraged.*

**\* Wonder Words Design Editor**

(1 position available) (PRE REG)

*Computer desktop publishing and design skills required. Must own or have access to InDesign (preferred) or Quark AND Illustrator.*

The Design Editor is responsible for the final look and layout of the five issues of Wonder Words produced each year. The Design Editor receives the newsletter after the Desktop Publisher has done an initial layout. The Design Editor then designs the internal advertisements and finalizes the design layout, including graphics, title treatments, and overall look and feel of the newsletter. Works closely with the Wonder Words Editor and Wonder Words Desktop Publisher to deliver the newsletter according to the production timeline.

*TIMELINE: Must be able to begin job in July preceding the school year. Most work can be done at home and over email, but 1 or 2 in-person meetings with the newsletter team are strongly encouraged.*

**\* Class Placemat Chair**

(1 position available) (PRE REG)

*Computer and digital camera experience required for this job. Strong organizational skills and people management skills also a plus.*

Coordinate and execute the development of the class placemats. Develop and manage the production timeline, acquire all necessary class roster data, coordinate the photographers and deliver files to the Class Placemat Editor for design and layout. Oversee actual production and delivery.

*TIMELINE: Heaviest from October - December as placemats should be completed before the holiday break. Most work can be done at home and over email, but 3-4 in-person meetings with the placemat team, editor, and printer are strongly encouraged.*

**\* Class Placemat Editors**

(2 positions available) (PRE REG)

*Computer, desktop publishing and digital camera experience required for this job. Must know and have access to Photoshop.*

Oversee the editorial aspects of the class placemat production. Along with the Placemat Chairperson, develop the design and layout for the placemats. Ensure that all names are spelled correctly and that all class members are represented.

*TIMELINE: Heaviest from October - December as placemats should be completed before the holiday break. Most work can be done at home and over email, but 3-4 in-person meetings with the placemat team, editor, and printer are strongly encouraged.*



### **Class Placemat Committee**

(8 positions available)

*Must have access to and ability to operate a digital camera. Should have babysitting flexibility as you will be asked to attend other classes to take photographs.*

Participate in development of class placemats by photographing each child during class times. Committee may also assist with layout, picture taking and producing class placemats.

*TIMELINE: Heaviest from October - December as placemats should be completed before the holiday break. One in-person meeting with the placemat team is strongly encouraged.*

### **\* Preschool Forum / Preview Session Chair**

(1 position available) (PRE REG)

*Must be a returning family. Little Wonders staffs a table at several Mothers' Club preschool forum events in the fall to promote the school in the community. We also hold one Preview Session in the fall and five Preview Sessions in March, April, and May to introduce prospective families to our program. As you will be overseeing a committee, it is important that you have good management and interpersonal skills. Reliable babysitting is also necessary, as most events are in the late afternoon or early evening.*

Manage the Mothers' Club preschool forum events in October, November and January (usually San Mateo, Peninsula YMCA, San Carlos/Belmont, Foster City and Burlingame Mothers' Clubs). Contact Mothers' Clubs to obtain information about preschool forum events, complete any necessary registration forms, submit required payments, ensure each event is staffed (if necessary, attend events that are not fully staffed), and provide Little Wonders materials at each event. For the Little Wonders Preview Sessions, coordinate Preview Session dates with the Director in January. Ensure each session is staffed (if necessary, attend events that are not fully staffed) and provide Little Wonders materials. Oversee the development, revision, and printing of any handouts with the Publicity Desktop Publisher or Publicity Assistant, Director, and Registrar, and maintain all other materials used at each event. Communicate and meet with Director, Committee, and Board members, as necessary, to coordinate the schedule, provide event details and materials, discuss the agenda and responsibilities, and solicit feedback from the preschool forum events and preview sessions. Meet with the Publicity Chair and/or Director at the end of the school year to provide suggestions and updated materials for future preschool forum events and preview sessions.

*TIMELINE: MUST be available during October, November and January for Preschool Forum Events and in November, March, April, and May for Preview Sessions held at Little Wonders. Each event is approximately two hours. May also need to host one 60-minute meeting in either October/November or January/February prior to the Little Wonders Preview Sessions.*

### **Preschool Forum / Preview Committee**

(10 positions available)

*Must be a returning family and excited about promoting Little Wonders in the community. Will be asked to bring minimal snack to one Preview Session. Reliable babysitting necessary as most events are in the late afternoon or early evening.*



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Handle duties at Preschool Forum Events (at Mothers' Clubs in October, November and January) and Preview Sessions at Little Wonders in March and April. Set up, greet people, hand out flyers and answer questions about the school. Help with distribution of promotional materials in the community as needed.

*TIMELINE: MUST be available during October, November and January for Preschool Forum Events and in March and April for Preview Sessions held at Little Wonders. Every member will need to attend three events. Each event is approximately two hours and there will be one 60-minute meeting in late February or early March prior to the Little Wonders Preview Sessions.*

*MONETARY COMMITMENT: \$30 for snacks for one Preview Session.*

### ***Wonder Words Writer***

(6 positions available)

*Should enjoy researching and writing.*

Develop story ideas, research and write articles for the Wonder Words school newsletter. May also be responsible for composing a regular feature in the newsletter.

*TIMELINE: Must be able to begin job in July preceding the school year. Most work can be done at home and over email, but 1 or 2 in-person meetings with the newsletter team are strongly encouraged.*



## Facilities Chair

### \* **Facilities Assistant**

(1 position available) (PRE REG)

***This job will be much less work hours than all other pre-reg jobs, but due to the fact it requires Saturday work we have made it pre-reg. Ability to manage people is critical for this job. Handy with tools and/or painting helpful.***

Help Facilities Manager with projects around the school as needed. Projects could begin as early as June, prior to classes starting in September. You must attend the first School Wash with the Facilities Manager, and be available to supervise, on your own, up to four (4) other School Washes throughout the school year (School Washes are held on the 1<sup>st</sup> Saturday every month for 2 hours). Must be available to attend the monthly Board Meeting in place of the Facilities Manger, should it become necessary. You will also be required to take home towels used , wash and return them. **Will be required to meet at one meeting with entire facilities team, late August or early September.**

*TIMELINE: Must be available to start work in June. Steady throughout the year.*

### **Facilities Committee**

(3 positions available)

*Help Facilities Chair and Assistant with projects as needed. Handy with tools and painting helpful.*

The team will make sure that the school remains safe, clean and welcoming. All team members meet once in late August or early September, but duties take place throughout the school year. Responsibilities include facility preparation during orientation week, photo bulletin boards, gardening, and costume and apron maintenance. Work times are flexible. Some duties are performed at school while others can be done at home. This is a great committee for someone who does not have child care as it does not require night meetings or time away from your child.

*TIMELINE: Projects could begin as early as June, prior to classes starting in September. Additionally, MUST be available in the first two weeks of September to set up the classrooms for Orientation nights. Can bring children with you!*



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## **San Mateo Council Rep**

### ***San Mateo Council Assistant***

(1 position available)

*The San Mateo Council Representative on the Board represents Little Wonders in a 12-school organization of locally-operated parent participation nursery schools. This organization, the San Mateo Council of Parent Participation Nursery Schools (SMCPPNS), meets monthly, on the second Thursday of the month, and the information gleaned from these meetings is passed along to the school at the monthly Board meetings. Interest in parent participation schools helpful.*

Assists the SMC Representative with Little Wonders' Council responsibilities. Position may include helping organize events, billing Council member schools, updating Council board binders, and other administrative tasks. Should be available to attend San Mateo Council meetings in the Rep's absence. Should attend the Family Connection's Author's Night fundraiser (casual event, cost for ticket is \$25), which typically is scheduled for the first week of November. Should attend and volunteer at the Council's Week of the Young Child event which typically occurs in April.

*TIMELINE: Should be available all year.*



## Treasurer

### **\* Treasurer's Assistant**

(1 position available) (PRE REG)

*Financial experience necessary.*

Reconcile monthly bank statements with QuickBooks as a checks-and-balances measure. Organize bank statements and expenses in binders for recordkeeping purposes. Assist Treasurer with extra workload as needed (e.g. bank deposits, reconciling online payments with payments recorded in the registration system, quarterly and annual tax preparation work, managing families on payment plan and conducting follow up on outstanding payments to Little Wonders).

*TIMELINE: Steady throughout the year. Some work preparing for annual tax filing will need to be done after the school year (June through August) as Little Wonders' fiscal year runs from May through June.*

### **Treasurer's Mail Assistants**

(2 positions available)

*Great job for people who live near 25<sup>th</sup> Avenue in San Mateo.*

Pick up the mail at the Little Wonders P.O. Box (in San Mateo near 25th Avenue) once per week. Bring mail to Little Wonders, sort it and put into the Treasurer and Director mailboxes as necessary.

*TIMELINE: Steady throughout the year. Generally, one assistant works during the fall semester and the other assistant works during the spring semester.*



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## Secretary

### **\* Secretary Assistant/Leadership Manual Revisions**

(1 position available) (PRE REG)

*Must have own computer and printer and possibly a scanner.*

Assist the Secretary as he/she sees necessary. May include attending Board meetings, typing Board Meeting Minutes, assisting the Secretary with the Board nominations process, updating the Leadership Manuals and/or online Board responsibility information, making revisions to the Little Wonders Handbook, and other administrative tasks.

*TIMELINE: Steady throughout the year. MOST WORK CAN BE DONE FROM HOME.*



## **Technology Chair**

### **\* Technology Assistant**

(1 position available) (PRE REG)

*Requires a computer with internet access and email. . Responsible for organizing and sending eBlasts to groups within Little Wonders and working closely with the Technology Chair and Director to provide support for various technology related projects. Tasks include troubleshooting computer*

problems such as email or internet access issues, hardware and software installation on school's computer and printer, and maintaining existing library of software licenses used throughout the school. May work with other Board members and positions that use the technology related software.

*TIMELINE: Position provides support as needed throughout the year.*

### **\* Database Manager**

(1 position available) (PRE REG)

*Requires programming experience in Quickbase and Microsoft Excel and a computer with internet access. Must work well as part of a team.*

Work closely with the Registrar with database development, data transfers and general maintenance. Provide support as needed to other Board members and positions that use the database. Information is primarily transferred from Microsoft Excel files and maintained in a QuickBase database.

*TIMELINE: Heavy in summer and fall with monthly data transfers needed throughout the year. ALL OF THE WORK CAN BE DONE FROM HOME.*

### **\* Website Manager**

(1 position available) (PRE REG)

*Must be technologically savvy.*

Responsible for updating and maintaining content on the Little Wonders website. Requires programming experience in HTML or equivalent website development software and a computer with internet access. Work with Internet Service Provider to maintain email, domain registration and website hosting services. Must work well as part of a team, providing website support as needed to Board members and various positions. Perform weekly updates to homepage announcements along with periodic maintenance of website content. Also responsible for supporting Board members and other positions with document conversions using Adobe Acrobat.

*TIMELINE: Heavy in summer and spring with weekly updates performed throughout the year. ALL OF THE WORK CAN BE DONE FROM HOME.*



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**\* Website Designer**

(1 position available) (PRE REG)

*Technical knowledge and web/graphic design experience required.*

Responsible for helping to design and implement a new website for Little Wonders in conjunction with the Technology Chair and other board members. Requires appropriate technical/design experience and software and a computer with internet access. Please email Technology Chair ([technology@littlewonders.org](mailto:technology@littlewonders.org)) if interested in the position.

*TIMELINE: Heavy in the fall with periodic support throughout the year. MOST OF THE WORK CAN BE DONE FROM HOME.*



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## Buy Out

### ***Buy Out***

(Approximately 10 positions available)

Instead of a typical 20 hour job commitment, Little Wonders' parents have the option of "buying out" of their job. **A buyout costs \$350** and fulfills your job requirement for the year. Please note that requesting a buy out does not guarantee actually receiving one.