



**Little Wonders**  
A PARENT-CHILD CENTER

# Jobs Descriptions 2010-2011

4/14/2010



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## DIRECTOR

### 1) Director's Assistant #1

#### PRE-REGISTRATION JOB

- **Positions:** 1
- **Timeline:** Steady throughout the year.
- **Skills:** 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.
- **Monetary Commitment:** None.
- **Responsibilities:** This person will be assisting the Director by 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) Director's Assistant #2

#### PRE-REGISTRATION JOB

- **Positions:** 1
- **Timeline:** Steady throughout year.
- **Skills:** Creative and organized.
- **Monetary Commitment:** None.
- **Responsibilities:** This person will be assisting the Director with the keepsake projects. Duties will include helping with the creative side of decorating the projects with students' names, delivery and pick up of keepsakes to and from All Fired Up in Burlingame, as well as handling the announcements, signs ups and money collected. Most of the work is done after school hours and this is a flexible job where your child can come and play at LW while you work.

### 3) Director's Assistant #3

#### PRE-REGISTRATION JOB

- **Positions:** 1
- **Timeline:** Late fall through February.
- **Skills:** Strong interpersonal, management skills and organizational skills needed.
- **Monetary Commitment:** None.
- **Responsibilities:** Person will lead a team of volunteers and help director to organize and execute a parenting education event along with St. Paul's Preschool for the community. This event will take place in late February so work load will be November through February. Will work with Director and St. Paul's representative to book a speaker and venue. Will coordinate with Community Events team to publicize and execute event.



#### 4) Community Events Team

- **Positions:** 5
- **Timeline:** The event will take place the last week of February. Dates should be solidified by late September.
- **Skills:** Good at organizing and marketing experience a plus.
- **Monetary Commitment:** None.
- **Responsibilities:** 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.

#### 5) Director's Computer Assistant

- **Positions:** 1
- **Timeline:**
- **Skills:** The ideal candidate would be a stay at home parent, with the ability to be contacted and problem solve, to include potentially coming to the Director's office, during working hours.
- **Monetary Commitment:** None.
- **Responsibilities:** 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.

#### 6) Adult Librarian and Education

- **Positions:** 2
- **Timeline:** Must be available to work prior to the start of school. Otherwise, work is steady throughout the year.
- **Skills:** An interest in parenting literature is a bonus for this job.
- **Monetary Commitment:** None.
- **Responsibilities:** 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. 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.



7) **Night Class Snack Committee**

PARTIAL BUYOUT - \$200 and 6 hours of work.

- **Positions:** 4
- **Timeline:** Three (3) events throughout the year.
- **Skills:** Must have good organization skills.
- **Monetary Commitment:** \$200 and 6 hours of work.
- **Responsibilities:** 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. Each member will be assigned three evenings throughout the year to provide approximately \$50-\$75 of snacks per evening, totally approximately \$200. This job will entail no more than 6 total hours of time commitment for shopping and setting up food.

8) **Parenting Classes**

- **Positions:** 2
- **Timeline:**
- **Skills:** **Please see the Director in this regard before signing up for this job.** For parents with special skills in marriage counseling, speech pathology or other related fields that apply to the Little Wonders community and/or Shelter Network. The Director will exercise her discretion to make a job available for those parents to hold a class for the Little Wonders community or for Shelter network.
- **Responsibilities:** Teach two (2) classes during the year and bring appropriate handouts. If appropriate may prepare related article for Wonder Words.

9) **Scholastic Book Coordinator**

- **Positions:** 2
- **Timeline:** Steady throughout the year, some preparatory work required in August. Can work from home.
- **Skills:** Must be well-organized and able to meet deadlines.
- **Monetary Commitment:** None.
- **Responsibilities:** 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.

10) **Art Assistant/Birthday Crown Maker**

- **Positions:** 1
- **Timeline:** Steady throughout the year as determined by Teachers. Heaviest workload is in the Fall. CAN WORK FROM HOME.
- **Skills:** Should enjoy arts and crafts.
- **Monetary Commitment:** None.



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

## VP REGISTRAR

### 11) Registrar's Assistants

#### PRE-REGISTRATION JOB

- **Positions:** 3
- **Timeline:** Must be available to start June 1. Heavy in summer and spring with steady work throughout the year. MOST OF THE WORK CAN BE DONE FROM HOME.
- **Skills:** Must be well-organized, detail-oriented, and have good people skills. Must have access to a computer with internet.
- **Monetary Commitment:** None.
- **Responsibilities:** This is a great way to get to know many Little Wonders families! Assist registrar in all tasks of registration. Duties may include processing adds, withdrawals, and class changes, mailing new registration packets, providing class rosters to teachers and others, processing tuition payments, and assisting with spring and summer registration.

### 12) Enrollment Records Coordinators

#### PRE-REGISTRATION JOB

- **Positions:** 2
- **Timeline:** Must be available to start June 1. Heavy in summer through October, lighter during the rest of the year. Must be available to begin job June 1. Heavy in summer and lighter during fall and spring.
- **Skills:** Must be well-organized and able to take direction. Must have access to a computer with internet access.
- **Monetary Commitment:** None.
- **Responsibilities:** 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.

### 13) Database Manager

#### PRE-REGISTRATION JOB

- **Positions:** 1



- **Timeline:** Heavy in summer and fall with monthly data transfers needed throughout the year. ALL OF THE WORK CAN BE DONE FROM HOME.
- **Skills:** Requires programming experience in Quickbase and Microsoft Excel and a computer with internet access. Must work well as part of a team.
- **Monetary Commitment:** None.
- **Responsibilities:** 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.

#### 14) Envelope Stuffer

- **Positions:** 1
- **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.
- **Skills:**
- **Monetary Commitment:** None.
- **Responsibilities:** 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.

### VP LIAISON

#### 15) Class Liaison

##### PRE-REGISTRATION JOB

- **Positions:** 12
- **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.
- **Skills:** Should be a returning parent. Must have email account and be comfortable with email.
- **Monetary Commitment:** None.
- **Responsibilities** 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 voluntary end-of-the-year teacher-appreciation gift.

## 16) VP Liaison Assistant-Outreach

### PRE-REGISTRATION JOB

- **Positions:** 1
- **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.
- **Skills:** Helpful to be a returning parent.
- **Monetary Commitment:** None.
- **Responsibilities:** 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.

## 17) VP Liaison Assistant- Communications

### PRE-REGISTRATION JOB

- **Positions:** 1
- **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.
- **Skills:** Helpful to be a returning parent.
- **Monetary Commitment:** None.
- **Responsibilities:** Assist VP Liaison in collating, organizing and sending out weekly emails to class liaisons.

## 18) Outreach Coordinators – Shelter Network

- **Positions:** 2
- **Timeline:** Heavy in November/December. Two required meetings – Outreach Introductory meeting in August/September & Shelter Network gift delivery in December.



- **Skills:** Interest in working with non-profits supporting children and families within our community.
- **Monetary Commitment:** None.
- **Responsibilities:** 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. Throughout year, assist with other Outreach Activities of team.

### 19) Outreach Coordinators – Family Connections

- **Positions:** 1
- **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 April.
- **Skills:** Interest in working with non-profits supporting children and families within our community.
- **Monetary Commitment:** None.
- **Responsibilities:** Family Connections is our “sister” school in East Palo Alto/Redwood City. 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. In Fall, 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.

### 20) Outreach – Family Connections Spring Hostess

- **Positions:** 2 (available only beginning in January)
- **Timeline:** Heavy in the spring. Two required meetings: Coordinate/Plan books and craft with VP Liaison and Director, Host morning party in March, and Assist with April book drive event.



- **Skills:** Interest in working with non-profits supporting children and families within our community.
- **Monetary Commitment:** None.
- **Responsibilities:** Family Connections is our “sister” school in East Palo Alto/Redwood City. They run a co-operative program similar to ours for low-income families. Each year we support their efforts in several ways, including hosting a Spring Party at their school with stories and crafts for each Family Connections student. Spring Party Hostess. Throughout the school year Family Connections has various holiday themed parties where community members come into the class to read stories and lead a holiday themed craft project (e.g. Valentine's Day, Christmas). This event requires 2-3 parents to meet at Family Connections at 9am, lead the circle time and organize the small craft project for about 1.5 hours. We would be responsible for bringing in the books and craft supplies. Approximately 40 children would be present in ages ranging from 0-5 years old and the Family Connection's director and teachers would also be on site to assist.

## EVENTS

### 21) Events Chair Assistant

#### PRE-REGISTRATION JOB

- **Positions:** 1
- **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.
- **Skills:** Strong organizational and management skills are needed. Must have ready email access to communicate with the Events Planning Director and the various events' chairs.
- **Monetary Commitment:** None.
- **Responsibilities:** 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. Will help with coordinating Food and Beverage team for the Halloween Party.

### 22) All School Meeting Chair

#### PRE-REGISTRATION JOB

- **Positions:** 1
- **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 the event including set-up and clean-up. Reliable babysitting necessary to attend the committee meetings and the events. ALL work is completed by mid-October

- **Skills:** MUST be a returning parent.
- **Responsibilities:** There is one event in the Fall Semester – the All-School Meeting is usually held on the third Thursday in October. You will chair this event and manage a team that will organize event and provide food and beverage. . 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.

### 23) Halloween Party Co-Chairs

PRE-REGISTRATION JOB

- **Positions:** 2
- **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. 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.
- **Skills:** 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 assistant.
- **Responsibilities:** 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 30, 2010** 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.

### 24) Spring Fling Co-Chairs

PRE-REGISTRATION JOB

- **Positions:** 2
- **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.

- **Skills:** 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.
- **Monetary Commitment:** None.
- **Responsibilities:** 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.

## 25) School Picnic Co-Chairs

### PRE-REGISTRATION JOB

- **Positions:** 2
- **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.
- **Skills:** 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 is usually held on the third Sunday of May.
- **Responsibilities:** 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 (**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.

## 26) All School Meeting Committee

PARTIAL BUYOUT - \$100 and 10 hours work

- **Positions:** 8
- **Timeline:** Must be available to work late August through October. The All School Meeting is usually the third Thursday night in October, Reliable babysitting so you can attend one committee meeting as well as event. All work is complete by End of October.
- **Skills:** Should enjoy working on a committee. Must have ready email access to communicate with your committee and Chairperson.
- **Monetary Commitment:** \$100 and 10 hours work.
- **Responsibilities:** Under direction of the Chairperson, assist in the planning and management of the All-School Meeting. Attend one 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:
  - a. Parent to Parent Networking (2 people)
  - b. Raffle and Publicity (2 people)
  - c. Food organization and purchasing (2 people)
  - d. Logistics - room set-up, announcements, registration lists and agenda coordination ( 2 people)

The buy-out from this committee will serve as the budget \$800 to cover food, any decorations needed, cost of room rental and set up. Buy-out checks are due to Chair by the end of September.

## 27) Halloween Party Committee

- **Positions:** 20
- **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. 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.
- **Skills:** Should enjoy working on a committee. Must have ready email access to communicate with your committee and chairperson.
- **Monetary Commitment:** None.
- **Responsibilities:** 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.



## 28) Halloween Food & Beverage Committee

PARTIAL BUYOUT – \$200 and 6 hours work.

- **Positions:** 6
- **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 Events Assistant 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. \$200 must be paid to Little Wonders 30 days before the event
- **Skills:** Must have a Costco card, as many food and beverage items are purchased there. Must have ready email access to communicate with the Food and Beverage Chair.
- **Monetary Commitment:** \$200 and 6 hours work.
- **Responsibilities:** The committee (organized by the events assistant) 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.

## 29) Spring Fling Committee

- **Positions:** 6
- **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.
- **Skills:** Should enjoy working on a committee. Must have ready email access to communicate with your committee and Chairperson.
- **Monetary Commitment:** None.
- **Responsibilities:** Help execute the Spring Fling dinner for Little Wonders' families. Assist in organizing and producing the event, Because event is held at same place each year, the catering and DJ may be the same as previous year and coordinated by the Spring Fling Chair. This committee has three specific duties: 1) Invitations/Publicity; 2) Decorations/Set Up; 3) Dessert Dash.

## 30) Spring Fling Set-Up Committee - SPRING

- **Positions:** 4
- **Timeline:** Must be available and attend the event, which is held the last Saturday of April.
- **Skills:** Enthusiasm for set-up and clean up.



- **Monetary Commitment:** None.
- **Responsibilities:** This job is reserved for families who enroll halfway through the year (i.e. Baby Class beginning in January). 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**).

### 31) Spring Fling Photo Slideshow Producer

- **Position:** 1
- **Timeline:** Heaviest in the spring. Work can be done from home.
- **Skills:**
- **Monetary Commitment:** None.
- **Responsibilities:** 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.

### 32) School Picnic Committee

PARTIAL BUYOUT - \$150 hours and 8 hours work

- **Positions:** 8
- **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.
- **Skills:** Should enjoy working on a committee. Must have ready email access to communicate with committee and Chairperson.
- **Monetary Commitment:** \$150 and 8 hours work. \$150 must be paid to Little Wonders 30 days before the event.
- **Responsibilities:** Assist in the planning and production of the School Picnic for Little Wonders' families (**usually held on the third Sunday in May from 11:00am - 2:00pm**). 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.

## DEVELOPMENT CHAIR

### 33) Development Chair Assistant

PRE-REGISTRATION JOB

- **Position:** 1
- **Timeline:** Steady throughout the year.
- **Skills:** Must be organized with strong project management skills. May require attendance at evening committee meetings.
- **Monetary Commitment:** None.



- **Responsibilities:** 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.

### 34) **Auction Co-Chairs**

#### PRE-REGISTRATION JOB

- **Position:** 2
- **Timeline:** Busy December through April with heavy load in March/April. Must be available to work the day and night of the event.
- **Skills:** 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.
- **Monetary Commitment:** None.
- **Responsibilities:** 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 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).

### 35) **Auction Committee Member**

PARTIAL BUYOUT - \$100 and 10 hours work

- **Positions:** 10
- **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 to work at the Auction Event.
- **Skills:** 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.)
- **Monetary Commitment:** \$100 and 10 hours work. \$100 must be paid to Little Wonders 30 days before the event.
- **Responsibilities:** This job involves a shorter time commitment and a monetary commitment in lieu of time. 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.).

### 36) **Auction Word Processor**

PRE-REGISTRATION JOB

- **Position:** 1
- **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.
- **Skills:** 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.
- **Monetary Commitment:** None.
- **Responsibilities:** 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.

### 37) [Auction Word Processor Assistant](#)

- **Position:** 1
- **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.
- **Skills:** Should be computer savvy and have worked with jpegs, pdf files and Microsoft Word.
- **Monetary Commitment:** None.
- **Responsibilities:** Will be in charge of collecting ads and formatting them for the Auction booklet and assisting the Auction Word Processor.

### 38) [Live Auction Coordinator](#)

- **Position:** 1
- **Timeline:** Busy January through April with heavy load in March/April. Must be available to work the day and night of the event.
- **Skills:** Experience with auctions (both silent and live) a plus. Creativity encouraged.
- **Monetary Commitment:** None.
- **Responsibilities:** 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.



### 39) Contributions Co-Chair #1

#### PRE-REGISTRATION JOB

- **Positions:** 1
- **Timeline:** Busy September through April.
- **Skills:** Strong marketing and interpersonal skills a plus as you will be working with a team to solicit donations and/or advertising from businesses in our community. Limited cold calling as most of these are repeat donors. Organizational and management skills a plus.
- **Monetary Commitment:** None.
- **Responsibilities:** Oversee the Contributions Committee (8-10 people) and work with the Auction Chair(s) and Development Chair. Maintain spreadsheet of donors using Excel. Responsibilities include managing and encouraging the Committee Members through the fundraising process who will: solicit local businesses who have donated to Little Wonders in the past; recruit advertising donations from businesses; ensure all secured items have a description (to be used in Auction Booklet and Display signage) and donor value, ensure thank you notes and tax receipts are sent to all contributors; Co-Chair will maintain control over physical items prior to the Auction. Maintain inventory of all auction items received, including promotional materials and displays, etc. Work with Packaging Committee to package items.. Attend the event and assist in distributing items after the event as needed.

### 40) Contributions Co-Chair #2

#### PRE-REGISTRATION JOB

- **Positions:** 1
- **Timeline:** Busy September through April.
- **Skills:** Organized and self starter preferred. Strong management and interpersonal skills a plus. Will oversee and manage several areas of securing contributions for Auction and the advertising efforts for Auction Booklet.
- **Monetary Commitment:** None.
- **Responsibilities:** Oversee the contributions from Little Wonders families (current and alumni), oversee Class Projects Coordinator (who secures Class Projects) and oversee the Advertising Coordinator (for Auction Booklet). Co-Chair will maintain spreadsheet of parent donations using Excel, while providing this information to the Auction! Software Contribution Co-Chair. Responsibilities include managing and encouraging Little Wonders families to donate (current and alumni), ensure all secured items have a description (to be used in Auction Booklet and Display signage), and donor value, ensure thank you notes and tax receipts are sent to all contributors;; Co-Chair will maintain control over physical items prior to the Auction (or work with other Co-Chairs to determine mutual location for items to be stored). Maintain inventory of all auction items received, including promotional materials and displays, etc. Work with Packaging Committee to package items.. Attend the event and assist in distributing items after the event as needed. Co-Chair will work closely with



Advertising Coordinator to guide and manage all activities related to advertising in the Auction Booklet. This will encompass businesses and Little Wonders families (current and alumni).

#### 41) Contributions Co-Chair #3 – Auction! Software

PRE-REGISTRATION JOB

- **Positions:** 1
- **Timeline:** Busy September through April.
- **Skills:** 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. Excel and Word experience a must.
- **Monetary Commitment:** None.
- **Responsibilities:** Oversee the entry of the Auction Contributions and work with the other Contribution Co-Chairs, Auction Chair(s) and Development Chair. Maintain database of donors using the school's Auction! software. Enter, number and categorize all auction items in the database. Maintain inventory of all auction items received 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 Development Chair. Print Gift Certificates once Auction! Database is finalized. Attend the event and assist in distributing items after the event as needed. Prepare a final turnover report for next year's chair(s).

#### 42) Advertising Coordinator – Auction Booklet

PRE-REGISTRATION JOB

- **Positions:** 1
- **Timeline:** Busy January through April.
- **Skills:** Must be comfortable with sales, interpersonal communications. Should have Windows PC or Mac experience with focus on Word. Some advertising layout experience a plus. Organized and self starter preferred.
- **Monetary Commitment:** None.
- **Responsibilities:** Will coordinate and follow up any leads for advertizing in the auction booklet. Will work closely with co-chair to offer advertizing opportunity to our families, collect ads and money and get ads to the auction booklet assistant.

#### 43) Contributions Committee Member

- **Positions:** 8
- **Timeline:** Busy October through April.
- **Skills:** Must enjoy working as part of a committee and have some babysitting options in insure availability at 3 meetings throughout the year.
- **Monetary Commitment:** None.
- **Responsibilities:** 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 3 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. Collect from donors either physical items or the necessary brochures, photo's etc. for packaging and displaying each item s 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.

#### 44) Packaging Committee Member – SPRING

- **Positions:** 4 to 5
- **Timeline:** Must be available to attend a meeting late March/early April. Must be available day of Spring Fling, typically the last Saturday in April.
- **Skills:** Work well in a committee. Reliable transportation to move Auction items to venue.
- **Monetary Commitment:** None
- **Responsibilities:** This job is only available to new families who join in the Spring. Works with the Development Chair and Contribution Chairs to package and prepare Auction items as well as prepare and transport Auction Items to Spring Fling Venue. Must be available to attend a Packaging Party Meeting, 2nd weekend in April for 2-3 hours. Must be available day of the Spring Fling, 3rd Saturday of April, to transport, prep and stage Auction items.

#### 45) Class Projects Coordinator

- **Positions:** 1
- **Timeline:** Busy January through April, with heavy load in March/April.
- **Skills:**
- **Monetary Responsibility:** None.
- **Responsibilities:** 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).



46) **eScrip/OneCause Coordinator**

PRE-REGISTRATION JOB

- **Positions:** 1
- **Timeline:** Busy September through December; light rest of year.
- **Skills:**
- **Monetary Commitment:** None.
- **Responsibilities:** 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.

47) **eScrip/OneCause Coordinator Assistant**

- **Positions:** 1
- **Timeline:** Steady throughout the year.
- **Skills:**
- **Monetary Commitment:** None.
- **Responsibilities:** 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.

48) **School Photographer Assistant - FALL**

- **Positions:** 2
- **Timeline:** Individual portraits in the Fall (September-November). Must be available during Photo Sessions to assist Photographer
- **Skills:** Must be able to work during school hours, during the Fall (October-November). Flexible schedule with access to reliable childcare during the day. Interest in photography a plus.
- **Monetary Commitment:** None.
- **Responsibilities:** Create and manage schedule (using Google Docs) for individual portrait sessions and class pictures working with the Photography Manager, 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 taken. Liaise with Zenfolio and/or Shutterfly on order fulfillment and serve as point person between Little Wonders, School Photographer and Zenfolio and/or Shutterfly.

#### 49) School Photographer Assistant - SPRING

- **Positions:** 1
- **Timeline:** Baby class portraits, and class photos in the Spring (March-April). Must be available during Photo Sessions to assist Photographer.
- **Skills:** Must be able to work during school hours, during the Spring (March-April). Flexible schedule with access to reliable childcare during the day. Interest in photography a plus.
- **Monetary Commitment:** None.
- **Responsibilities:** Create and manage schedule (using Google Docs) for individual portrait sessions and class pictures working with the Photography Manager, 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 taken. Liaise with Zenfolio and/or Shutterfly on order fulfillment and serve as point person between Little Wonders, School Photographer and Zenfolio and/or Shutterfly.

#### 50) Photography Manager

PRE-REGISTRATION JOB

- **Positions:** 1
- **Timeline:** Must be available in early September, steady throughout remainder of year.
- **Skills:** Must be a returning family. Interest in photography a plus.
- **Monetary Commitment:** None.
- **Responsibilities:** Oversees all photo product offerings and pricing recommendations in collaboration with Development Chair as well as School Photographer Assistants activities. Will also oversee the 2 photographer/historians and photobook coordinator and be available should they need assistance. Responsible for all photo-related announcements (individual portrait sessions, class pictures, and class photo sharing) in collaboration with School Photographer and Director. In September and January work closely with School Photographer & Photo Assistants to coordinate portrait taking schedule. Also, responsible for managing the Photo Sharing Site (Shutterfly): responsibilities include preparing photo sharing site for new school year, creating/changing passwords, modifying site design/layout. Serve as point person between Little Wonders photography vendors (Zenfolio, Shutterfly). Act as point person to all families for answering questions/resolving issues relating to Zenfolio and Shutterfly Site.



### 51) Photo Album Coordinator

- **Positions:** 1
- **Timeline:** Heaviest in spring, as photo album needs to be completed by end of school year in May. CAN WORK FROM HOME.
- **Skills:** Should enjoy scrapbooking. Experience with Shutterfly and on-line scrapbooking recommended.
- **Monetary Commitment:** None.
- **Responsibilities:** Put together an on-line photo scrapbook through Shutterfly that depicts and chronicles the past year at Little Wonders.

### 52) Photographers/Historians

- **Positions:** 2
- **Timeline:** Steady throughout the year, but less than 20 hours total. Should attend half of the Little Wonders-sponsored events during the year.
- **Skills:** Should have own camera and enjoy photography.
- **Monetary Commitment:** Small out-of-pocket expenses as you pay for film/developing on your own.
- **Responsibilities:** Overall responsibility is to establish a permanent photo history of the school. Coordinate with other photographer/historian to ensure coverage of all Little Wonders' events (Halloween party, All-School meeting, PJ Parties, School Wash, Optional Night Class, Spring Fling and School Picnic, etc.). This team should aspire to attend, between them, every Little Wonders event in order to document them all. This team should aspire to attend, between them, every Little Wonders event in order to document them all. Photograph a representative sample of parents and children at these events. Up load photos to Shutterfly. Provide some photo's to director For bulletin displays throughout the year. Small out-of-pocket expenses as you pay for occasional prints on your own.

## JOBS CHAIR

### 53) Jobs Chair Assistant

PRE-REGISTRATION JOB

- **Positions:** 1
- **Timeline:** Steady throughout the year and heaviest at the beginning of each semester. MOST OF THE WORK CAN BE DONE FROM HOME.
- **Skills:** 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.
- **Monetary Commitment:** None.
- **Responsibilities:** 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.

#### 54) Pajama Party Hosts

PARTIAL BUYOUT – \$200 and 6 hours work

- **Positions:** 12
- **Timeline:** Two (2) Friday evenings throughout the school year, one fall semester and one spring semester (no more than 6 hours total).
- **Skills:**
- **Monetary Commitment:** Approximately \$200 and 6 hours work.
- **Responsibilities:** A job with fewer hours, but requires some monetary output as the hosts purchase the food for the event. 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 hosts (two per party) set up and clean up at each party. You will receive your schedule at the beginning of each semester.

#### 55) Play Dough Maker

- **Positions:** 8
- **Timeline:** Steady throughout the year. ALL OF THE WORK CAN BE DONE FROM HOME.
- **Skills:** Must be able to follow a recipe and work under a deadline.
- **Monetary Commitment:** Must pay for play dough-making supplies.
- **Responsibilities:** 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).

#### 56) Towel Washers

- **Positions:** 12
- **Timeline:** Steady throughout year, once every three weeks. ALL OF THE WORK CAN BE DONE FROM HOME.
- **Skills:** 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.
- **Monetary Responsibility:** Must use your own detergent, washing machine and dryer.
- **Responsibilities:** Follow towel-washing schedule developed by Jobs Chairperson to ensure ALL classes are stocked with clean towels. Each team member washes towels approximately 10-12 times per year. Collect towels,



clean and return to class based on the team schedule. If you are unable to bring towels on your designated day, it is your responsibility to find a replacement.

## PUBLICITY CHAIR

### 57) Publicity Chair Assistant

PRE-REGISTRATION JOB

- **Positions:** 1
- **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.
- **Skills:** A returning family is preferred. Experience with and access to Adobe Illustrator is preferred. Graphic design experience is a plus. Strong interpersonal and organizational skills needed.
- **Monetary Commitment:** None.
- **Responsibilities:** Manage Little Wonders' advertising efforts throughout the year. Develop advertising plan and oversee production and delivery of ads to local publications (usually mothers club newsletters or e-bulletins). Work independently or 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.

### 58) Wonder Words Managing Editor

PRE-REGISTRATION JOB

- **Positions:** 1
- **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.
- **Skills:** Wonder Words is our school newsletter. Strong organizational skills needed. As you will be overseeing a committee, strong interpersonal skills are a plus.
- **Monetary Commitment:** None.
- **Responsibilities:** Plan and manage the production of five issues of Wonder Words. Manages overall production process. Assigns stories to Wonder Words writers, liaises with Publicity Chair, board and Director, and ensures deadlines are met. Works closely with content editor and production team.

### 59) Wonder Words Content Editor

PRE-REGISTRATION JOB

- **Positions:** 1



- **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.
- **Skills:** Wonder Words is our school’s newsletter. Strong editorial and critical thinking skills needed. As you will be a part of the newsletter production team, strong interpersonal skills are a plus. Attention to detail and love of correcting typo’s/grammar/etc. are highly desirable.
- **Monetary Commitment:** None.
- **Responsibilities:** Develop story ideas in partnership with managing editor. For all newsletter content, review and edit all issues for accuracy, readability, etc. Work with writers/contributors, getting pieces as close to word count as possible and ensuring Wonder Words “style guide” is maintained. Works closely with managing editor and production team.

## 60) Wonder Words Desktop Publisher

### PRE-REGISTRATION JOB

- **Positions:** 1
- **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.
- **Skills:** Computer desktop publishing skills required. Experience with and access to MS Word is required; familiarity with MS Word newsletter template is highly preferred. Attention to detail is a plus.
- **Monetary Responsibility:** None.
- **Responsibilities:** Design and layout the five issues of Wonder Words produced each year using a MS Word newsletter template. Work closely with the Wonder Words Editor and Wonder Words Design Editor to deliver the newsletter according to the production timeline.

## 61) Wonder Words Proofreader

- **Positions:** 1
- **Timeline:** Must be able to begin job in August 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.
- **Skills:** Attention to detail and love of correcting typo’s/grammar/etc. are highly desirable. As you will be a part of the newsletter production team, interpersonal skills are a plus.
- **Monetary Commitment:** None.
- **Responsibilities:** The Wonder Words proofreader is responsible for reviewing each issue after it has been laid out by the Desktop Publisher and again after any final edits are made. Ensure Wonder Words “style guide” is maintained, and that each issue is accurate, with correct spelling and grammar throughout.



## 62) Class Placemat Chair

### PRE-REGISTRATION JOB

- **Positions:** 1
- **Timeline:** Planning commences in August, but duties are complete by the holiday break. Heaviest from October – December. 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.
- **Skills:** Digital camera and online photo-sharing (e.g., Shutterfly) experience required. As you will be managing a committee, strong organizational and interpersonal skills are a plus.
- **Monetary Commitment:** None.
- **Responsibilities:** 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. Serve as liaison between Placemat team and teachers/class liaisons. Oversee placemat production and delivery.

## 63) Class Placemat Editors

### PRE-REGISTRATION JOB

- **Positions:** 2
- **Timeline:** Heaviest from October – December, but duties are complete by 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.
- **Skills:** Computer, desktop publishing, Photoshop (any experience from Photoshop to CS4, NOT Photoshop Elements), basic knowledge of resolution, layers, selecting and resizing as well as and digital camera experience required for this job. Actual possession of the updated software is not required as the trial version (30 days) can be downloaded from <https://www.adobe.com/cfusion/tdrc/index.cfm?product=photoshop&loc=en> (must be at least PhotoShop CS3).
- **Monetary Commitment:** None.
- **Responsibilities:** 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.

## 64) Class Placemat Committee

- **Positions:** 8
- **Timeline:** Heaviest from October – November, but duties are complete by early December. One in-person meeting with the placemat team is strongly encouraged.
- **Skills:** 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. May need to attend classes several times in order to get all



photographs needed. Experience with online photo-sharing site (e.g., Shutterfly) is a plus.

- **Monetary Commitment:** None.
- **Responsibilities:** Participate in development of class placemats by photographing each child during class times. Typically responsible for photographing two classes of ~20 children each (headshots and candid) over the course of 2-3 class visits. Committee may also assist with layout, picture taking and producing class placemats.

## 65) Community Marketing Chair

### PRE-REGISTRATION JOB

- **Positions:** 1
- **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.
- **Skills:** Must be a returning family and excited about promoting Little Wonders in the community. 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.
- **Monetary Responsibility:** None.
- **Responsibilities:** 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 register for events and develop a schedule of community marketing events. Ensure each event is staffed (if necessary, attend events that are not fully staffed). 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). 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 community marketing sessions.

## 66) Community Marketing Committee

- **Positions:** 10



- **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.
- **Skills:** 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.
- **Monetary Commitment:** \$30 for snacks for one Preview Session.  
**Responsibilities:** 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.

## 67) Wonder Words Writer

- **Positions:** 4
- **Timeline:** Must be able to begin job in August 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.
- **Skills:** Should enjoy researching and writing.
- **Monetary Commitment:** None.
- **Responsibilities:** 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.

## FACILITIES CHAIR

### 68) Purchasers

- **Positions:** 2
- **Timeline:** Two people share this job – one purchases during first semester, one during the second semester. Steady throughout your assigned semester.  
**Skills:** Must have membership at Costco.
- **Monetary Commitment:** None.
- **Responsibilities:** 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 Facilities Chair or Director) and replenish as needed. Ensure that sufficient back-up supplies are available. . Check with Director for budget guidelines before beginning job.



## 69) Facilities Committee

- **Positions:** 4
- **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!
- **Skills:** Handy with tools and painting helpful.
- **Monetary Commitment:** None.
- **Responsibilities:** Help Facilities Chair and Assistant with projects as needed. 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 and monitoring of washed towels. 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.

## SAN MATEO COUNCIL REPRESENTATIVE

### 70) San Mateo Council Assistant

- **Positions:** 1
- **Timeline:** Should be available all year.
- **Skills:** Interest in parent participation schools helpful.
- **Monetary Commitment:** None.
- **Responsibilities:** 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. 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.



## TREASURER

### 71) Treasurer's Assistant

PRE-REGISTRATION JOB

- **Positions:** 1
- **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.
- **Skills:** Financial experience necessary. Reconcile monthly bank statements with QuickBooks as a checks-and-balances measure.
- **Monetary Commitment:** None.
- **Responsibilities:** 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).

### 72) Treasurer's Mail Assistants

- **Positions:** 2
- **Timeline:** Steady throughout the year. Generally, one assistant works during the fall semester and the other assistant works during the spring semester.
- **Skills:** Great job for people who live near 25<sup>th</sup> Avenue in San Mateo.
- **Monetary Responsibility:** None.
- **Responsibilities:** 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.

## SECRETARY

### 73) Secretary Assistant/Leadership Manual Revisions

PRE-REGISTRATION JOB

- **Positions:** 1
- **Timeline:** Steady throughout the year. MOST WORK CAN BE DONE FROM HOME.
- **Skills:** Must have own computer and printer and possibly a scanner.
- **Monetary Commitment:** None.
- **Responsibilities:** 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.



## TECHNOLOGY CHAIR

### 74) Technology Assistant

#### PRE-REGISTRATION

- **Positions:** 1
- **Timeline:** Position provides support as needed throughout the year.
- **Skills:** Requires a computer with internet access and email.
- **Monetary Commitment:** None.
- **Responsibilities:** 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.

### 75) Website Manager

#### PRE-REGISTRATION JOB

- **Positions:** 1
- **Timeline:** Heavy in summer and spring with weekly updates performed throughout the year. ALL OF THE WORK CAN BE DONE FROM HOME.
- **Skills:** Must be technologically savvy. Requires programming experience in HTML or equivalent website development software and a computer with internet access.
- **Monetary Commitment:** None.
- **Responsibilities:** Responsible for updating and maintaining content on the Little Wonders website. 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 website announcements along with periodic maintenance of website content. Also responsible for supporting Board members and other positions with document conversions using Adobe Acrobat.

## BUY OUT

### 76) Buy Out

#### FULL BUYOUT

- **Full Buy Out:** \$350
- **Positions:** 10
- **Timeline:**
- **Skills:**



- **Monetary Commitment:** \$350, due within 30 days of commencement of class.
- **Responsibilities:** 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.