



# Portland Nursery School

## Appendix B Committee - Job Descriptions

**Field Trip Coordinator:** Organizes trips to various places and events throughout the year, making appointments, collecting annual fee (\$20/child). Each family is responsible for volunteering to drive at a minimum 2 times throughout the year. The FC will keep record of volunteers and will recruit extra parents to act as chaperones. The FC will be the contact person who received suggestions from members on new and unusual places to visit. The FC will keep a notebook to be passed on the following year. Field Trip Coordinator shall work with the teacher to determine appropriate scheduling times.

**Scheduling:** Setting up the parent work schedule 1-2 months at a time, using at least one returning parent each day for the first several weeks of school. Two parents assist the teacher each day. Our schedule follows the Portland Public School calendar, with the same holidays and vacations.

**Telephone/Mail:** Calling members to remind them of meetings, special fieldtrips, or other upcoming events. Picking up the mail at the Parish and distributing it.

**Hospitality:** Organizing refreshments for the monthly meetings and social functions. Coordinates refreshments for special occasions at school (Halloween, Thanksgiving, Christmas, Valentines Day, Graduation, etc.). Responsible for purchasing holiday tins for the Janitor and Secretary in the office, and coordinating the baking/making of cookies to fill them. (in past years we've done about 8 tins for St. Pius staff)

**Scrap Book/Photographer:** Organizing pictures in a school scrap book. Provides the album, a camera and film, and gets the film developed. All purchases are refunded by the Association – see the Treasurer for the budgeted estimate of expenses. Should be available to take pictures at school functions. Also responsible for coordination and assembly of a personalized year book for each child. (2-3 parents are asked to help)

**Library:** Maintaining our library for the children. Responsible for taking book orders and distributing books to the parents. Works with the teacher in securing books for the library.

**Purchasing:** Keeping track of supplies: cups, coffee, paper towels, paints, craft supplies, etc. and replenishing when necessary. All purchases are refunded by the Association – see the Treasurer for reimbursement. Works closely with the teacher to make purchases upon request.

**Duplicating:** Works with the Executive Board and the teacher photocopying materials as needed.

**Curriculum:** Works closely with the teacher. Responsible for cutting, pasting, and other activities as deemed necessary by the teacher.

**Newsletter (optional):** “The Scoop” is published three or four times during the year. Gather material, edit, type, mimeograph, and distribute to members. The newsletter is a vehicle for airing our views, sharing our wisdom, and keeping abreast of what’s happening within the Nursery School. The more contributions from the children and other members of the School, the more it reflects what we are. The newsletter should be published by the November, February and May meetings.--this position is optional due to the number of families available for job allocation. This would be perfect for a parent who has no problem having two responsibilities.