

CO-OP Job Descriptions 2016-2017

There are so many opportunities for parents and families to participate in the CO-OP! The following list is comprehensive, but as the school grows and evolves, there may be additional CO-OP avenues to pursue. The list includes the time of day the job takes place and an estimated number of hours that each position requires in the course of a year. Parents sign up for jobs in the beginning of the year with the CO-OP Manager, Laura Marsico.

I. BUILDING AND MAINTENANCE

Building Maintenance (Interior)

1. **Classroom Cleaning Crew** - This involves wiping tables, chairs and other furniture at the end of every day and vacuuming the learning cottages. *(15-20 minutes daily ≈ 42+hours)*
2. **Closet Crew**- This involves regularly cleaning out, organizing, and maintaining the various closets that are around the school. This can be done during the school day, after school, or on a Saturday workday. Specify which closets or all closets. *(≈ 4-20 hours per closet)*
 - Building Manager Closet
 - Costume Closet
 - Science Closet
3. **Workday Saturday Crew Leader** - This person is responsible for overseeing the list of tasks that are done on any given workday. This involves working with school Administration to get a list of jobs for each workday. The person is responsible for purchasing supplies and supervising work and parent sign-in. *(≈ 40+ hours)*
4. **Workday Saturday Crew** - Once a month a workday is held on a Saturday morning from 9am to 1pm. This day is open to anyone and the amount of hours worked is flexible. While the tasks vary, they will involve cleaning, painting, some carpentry, moving furniture and other general building maintenance tasks. *(≈1-40+ hours)*
5. **Repair Jobs Crew** - This crew will be involved with small and not-so-small repair jobs involving carpentry, electrical, plumbing, finishing, etc. The hours for these tasks are flexible, but will in most cases needed to be done promptly. *(≈1-40+ hours)*
6. **Summer Work** – Various jobs must be done in the summer to ready the building for the new school year. *(≈1-40+ hours)*

May include:

 - Move classroom furniture for floor waxing
 - Helping faculty move their classrooms
 - Hauling unwanted items to the dump and or donation center
 - Steam cleaning carpets
 - General dusting and cleaning before school begins
 - Painting and misc. repairs

7. **Meeting/Theme Event Set-up-** This group will set up chairs for meetings and events, and stack them after the event is over. Occasionally, tables will need to be moved to an event location.
8. **TerraCycle Coordinator-**This person will be responsible for promoting TerraCycle (a place we can send product wrappers for money and they turn it into new products) and then collecting the wrappers to send. (= 20+ hours)
9. **Gym Floor Polisher-** Once a month a person would come polish the gym floor. Evenings, work days or on a Sunday. (=20-40 hours)

Building Maintenance (Exterior)

1. **Garden and Landscape Leader** - This person will be responsible for initiating workdays that involve maintaining the grounds (can be the same day as the Family Workdays or other). This person will also be responsible for managing the grounds crew and developing a schedule that will ensure the necessary jobs get accomplished - weeding, mowing, trimming hedges. (=20-40 hours)
2. **Gardens and Landscaping Crew** - This involves maintaining the grounds by mowing, weeding the gardens (front and back), trimming the hedges, etc. This takes place during workday and other days throughout the year. Over the summer we will need a person to deliver the garden produce to Paul's Place. (\approx 1-40+ hours)
3. **Anti-Litter Bug Crew Leader** - This person is in charge of creating a schedule for all volunteers on the crew to ensure that litter is picked up and removed from the grounds of the school and its surroundings on a weekly basis. Subs for crew if need be. (\approx 10 hours)
4. **Anti- Litter Bug Crew** – This involves picking up trash and debris from the grounds surrounding the school, including the playground, parking lot, and the part of the field adjacent the parking lot and school. This can be done anytime, but morning is best time. (\approx 1-30 hours)
5. **Emergency Snow Removal Crew Leader-** This person will be the point person to ensure the school is ready for children to arrive safely. This person is in charge of contacting the people on the crew to mobilize them to action when needed. This person will also be responsible for ensuring that we have shovels and salt. (\approx 1-40+ hours)
6. **Emergency Snow Removal Crew** - This is not required often, but when there is a need for snow removal it must be done very promptly. This group must be available to come out early in the morning before school to shovel our sidewalks and put down salt. In some cases, when there is a lot of snow there will be a need to dig out the parking lot and street leading the school. If this is the case more parent volunteers will be called in. (\approx 1-40+ hours)
7. **General Repair Crew-** Shed repairs, masonry, concrete repairs, other- (= 1-40 hours)

II. STAFF SUPPORT

1. **Class Parent**- Creates a class phone tree, organizes teacher gifts, helps teacher arrange field trip transportation if drivers are needed, assists teacher in case of community emergency (ex; mother/father are ill, child has surgery, etc.), spearheads graduation, (*~10 hours*)
2. **Substitute Teachers** - We ask parents to volunteer to fill the role of substitute teachers, as a first course of action when a teacher is ill or out for professional development. This job will have some planned and some spontaneous hours. The substitute fills in for the teacher following the lesson plan that she/he provides. We need people who can substitute with both long and short-term notice. Specify day of week, grade level, subject and type of notice needed. (*≈1-40+ hours*)
3. **Art Smock/Dress up Clothing Washing** – This person(s) will coordinate with the art teacher/kindergarten teacher to take art smocks/dress-up clothing home, wash and dry them and bring them back to school. (*≈5-10 hours*)
4. **Bulletin Boards** – This person(s) is responsible for creating an exciting display for the lobby bulletin board before the beginning/changing of each theme until student work is created and can be displayed. (*~2-4 hours*)
5. **Class Assistants** – Assistants are responsible for working with a specific teacher. The parents in this role will need to coordinate with the assigned teacher. For example, in kindergarten, the parent may help with gathering materials, copying, filing, cutting, pasting, and compiling work to be sent home. In primary grades, a person would help keep the leveled reading books organized on a weekly basis. (*≈10-40 hours*)
6. **Exploration Camping Trip Coordinators** - Will assist Explorations teacher in implementing the Explorations camping trips for the 4th-8th grade. Some trips take place in September and others in May.
 - **Chaperones** are needed to stay and help during the camping trip. Supervise and assist with meals, activities, hiking, set up and pack up, administer first aid, etc. As on field trips and classroom activities, your role is not to hang out with your child, but to assist with the whole group. (*=10 hours maximum per day*)
 - **Drivers** use your own car, and it must be in good safe condition. Drive to and from during the trip to various activities. Drivers can do one leg (drive there, stay overnight and come back; or the drive back leg), or go for the whole trip. (*≈2-10 hours*)
 - **Prep/follow up** tasks could include buying supplies, calling parents to coordinate, and find more drivers, processing bills and payments, airing out tents, packing supplies. Also, need parents to be at school when trip returns to help clean and organize equipment. (*≈2-10 hours*)

7. **Arrival Supervisor**-This morning person(s) is responsible for standing at the playground entrance/drop-off area from 8:00-8:30 to help ensure the safety of our students as they walk down the hill to the gate and door. Umbrella and rain coat provided! (40+ hours)
8. **Field Trip Researcher**- Assist the faculty by researching theme connected or teacher requested field trips. **May include taking the trip before we do. (≈10-40+ hours)
9. **Towel Washing** – This person will take towels used for ice packs home, wash and dry them and bring them back to school on a weekly basis. This person will coordinate times with the Office Manager. (≈10 hours)
10. **Catalog Eliminator** – As part of our green initiative, we are trying to reduce the number of catalogs sent to the school. This person(s) will collect all catalogs sent to the school and contact the companies to ask them to remove us from their list. This person will keep a spreadsheet of who was contacted, when and how. (≈10-20 hours)
11. **Consumable Fundraising Leaders**- This person coordinates the small fundraisers that involve rewards programs from merchants. This may include gathering the information, sending emails, making flyers/posters, collecting items, and sending them to the organization.
 - **Campbells – (labels)** (≈5-10 hours)
 - **Box Tops** (≈5-10 hours)
 - **Giant/Safeway/Target/Other (online)** (≈5-10 hours)
12. **High School Information Coordinators** – This person researches dates for open houses, testing, and application deadlines. The person then prepares a packet with these dates for 8th graders and their families with various public and private school contact information. (≈10 hours)
13. **Library Manager** – This person(s) will coordinate and supervise library assistants to create a schedule that will ensure that our library remains organized, up to date, and open throughout the week after school for our students to utilize. (≈40+ hours)
14. **Library Assistants** – This person(s) will work in the GMS library keeping it organized and up to date. They work with the Library Manager on tasks assigned by the Library Manager. (≈10-20 hours)
15. **Child Care Provider at Meetings**- This person(s) will be responsible for supervising students currently attending GMS while parents attend mandatory All-Family meetings. There will be no more than 10 students per Child Care Provider. (≈10+ hours)
16. **Apprenticeship Drivers**- Works directly with the Co-Curricular Coordinator in getting 7th and 8th grade students to their assigned apprenticeship jobs on Friday afternoons. Students will need to be picked up by 12:15 (they eat lunch before they leave), then driven to their various jobs. Driver is responsible for making sure that child enters the job site. Drivers must have a clean driving record, background check and provide current copies of license, insurance, and registration. (≈10-15 hours)

17. **Immersion Trip Fundraising Coordinator** This person works with the 7th and 8th grade students and their parents in planning, organizing, and orchestrating fundraisers to raise funds for their Immersion Trip. All fundraisers must be presented to staff for approval. (=20-40 hours)
18. **Hot Lunch Crew Leader/Crew-** The Hot Lunch Crew Leader is in charge of ensuring coverage for every week. The leader will purchase drinks and fruit and will assign tasks to their crew. The crew will be in charge of serving the food and cleaning up afterwards. First shift: 11:15-12:00 Second Shift 12:00-12:45 (=40+ hours)
19. **Lunch Aides-** Assist during lunch from 11:10-12:00 SHIFT 1 and/or 12:00-12:30 SHIFT 2. Person(s) will be responsible for setting up tables, cleaning supplies and trash can. During lunch: Assist younger students and supervise older students. Post lunch: make sure assigned kids complete jobs. **Punctuality is essential. (=40+hours)
20. **Graul's Lunch Leader/Crew-** Graul's will be delivered each Monday. Sort, label, and pass out lunches. Keep record of missing lunches/and/or parents who forgot to sign-up in time.(=40+ hours)

III. ADMINISTRATIVE SUPPORT

1. **Front Office Substitutes** – This person(s) is available to fill in at the front desk at various needed times. The position entails answering phones, taking messages, buzzing people in, administering minor student first aid and being able to provide general filing support. This will need to be coordinated with the Office Manager.
 - **Morning** –Assist one day a week from 8:15am-9:00am.
 - **Sub-** As requested
 - **Parent/Teacher Conferences** – This person(s) activate the buzzer to let parents in the building for their conference. Conferences are in August, October and January. Hours of conferences are 12:30pm to 5:30pm. (≈1-30 hours)
2. **Nurse Consultant-** This person(s) must be a licensed nurse who comes in to school in the beginning of the year to verify vaccination documents, and is available all year for questions from the Office Manager, and lice checks if an outbreak occurs. (=5-15 hours)
3. **Admission Committee-** A parent from the Admissions Committee and The Admissions Director interviews every single family that applies to The GreenMount School. Members of this committee commit to a confidentiality agreement. They may do any of the following: review applicant files, interview families, administer readiness and/or assessments, complete the admissions rubric, and participate in the final selection of accepted applicants. Committee members may also come to Open Houses, attend farmers' markets, pre-school fairs, conduct tours and be a contact for prospective families. (≈10-40 hours)

4. Development Committee – Members of this committee strategize, plan, and oversee all fundraising programs at GMS. The Committee reports to the Development Director and Committee Chair. Committee members can contribute by researching, writing, or editing grant proposals, taking a leadership role in annual fund or event activities and/or making community connections to further the mission of the school and our development efforts. They will also be responsible for helping The GreenMount School get its name out in the community and monitor our online presence. This committee works closely with the Administrative team to help in telling the GMS Story. This committee is also responsible for our website and social marketing venues such as Facebook, LinkedIn, etc. Meets once a month, in the early evening, at the school. (*≈20-40 hours*)

- **Taste of Summer** - (Spring of even years) Dinner/dance auction fundraiser. Participate on a committee with goals of a successful event. Subcommittees include: food, décor, auction, raffle, sponsorship, facilities management, graphic design, online item research to establish fair market value and the mailing of invites and save the date cards. (*≈10-40+ hours*)
- **Walk/Party on the Green** - (Spring of odd years) Student Walkathon and All-Family Party Fundraiser. Participate on a committee with a goal of a successful event. Subcommittees will include the following: food, décor, location, facilities management, sponsorships, graphic designer, logistics, invites, and save the date cards. (*≈10-40+ hours*)
- **Grandparents and Special Friends Day** - This is held the Wednesday before Thanksgiving break. Will need two parents to set up an informal portrait area; take photos of the children with their special friends and record contact information for their friends to receive the photo later - photos will need to be sent out for online printing and returned to the Development office. Other tasks include being present, to coordinate refreshments and monitor the table throughout the event, clean up of refreshments, and helping to direct guests as needed. Must be a patient yet enthusiastic people person for all Grandparents and Special Friends Day jobs. (*≈2-10 hours*)
- **Graphic Designers** - Work with the Development and Admissions Offices lending your talents to creating ads, postcards, invitations, creating new logos (on occasion for new events or to update old ones), create event programs or small reports. May need to communicate with printers or online printing companies to bring project to completion. (*≈10-40+ hours*)
- **Editor(s)** - This person will be called on to edit various GreenMount documents before publication. Also, a person is needed to ensure that all content on the web about GMS is accurate. Indicate which aspect is of interest. (*≈10-20 hours*)
- **Photo Archivist**- This person(s) will scan all of our old photos, organize them by year, and have them made into books using an online service. Specify if interested in just scanning, just making the books or both. (*≈10-40+ hours*)
- **Photography and Videography**- Experienced amateurs or professional photographers to photograph and/or videotape school events. The edited photos and video will then be used for our website, promotional material, and/or as an informational tool to share about The GreenMount School. (*≈10-40+ hours*)

5. Hospitality Support- Must enjoy being part of a team that may include: wait staff, cook, sous chef, kitchen staff, bar tender, etc.. for Donor Party, Alumni Events, TOS, Walk for the Green, End of the Year Teacher Luncheon, All Family Pot-luck, Cultural Theme Event, etc..(*≈2-20 hours*)

6. **Technology Committee** - Members of this team are tasked with assessing our technology needs for students, teachers, administrators and parents. The committee will then make recommendations and develop and phased implementation plan. Meets once a month, in the early evening, at the school. (*≈10-20 hours*)
7. **Web Master**- This person(s) must have professional web design and maintenance experience. He or she will work with our current webmaster this year in anticipation of taking over the responsibility next year. He or she will be responsible for ensuring the operation, design, and layout of our school website. They will need to keep updates and forms readily available. Edits the content on the school's website. (*≈40+ hours*)
8. **Web Master Support Team** - Works directly with the GreenMount webmaster to enhance and maintain The GreenMount School website. This person will update pages through web forms. No programming experience necessary. (*≈5-40 hours*)
9. **Audio/ Visual Crew**- This crew will receive training on our sound and lighting and be responsible for coming in early to set up for all parent meetings, theme events, grandparents day, guest speakers, community days, talent show, etc.... This team will train the 8th graders to take over when unavailable. Some flexibility in your schedule is needed to do this job. (*=20+hours*)

IV. ENRICHMENT

1. **Family Campout Coordinator(s)** - Arranges a date and location for a family campout. Then, reaches out to other families to encourage and coordinate the actual event. This person is also responsible for making sure all necessary equipment is on hand and is the point person during the event. This person will help log COOP hours. (*≈30-40+ hours*)
2. **Family Movie Night/Family Fun Night Organizer**- This team is responsible for planning, scheduling, selecting movies, and/or planning activities, creating flyers, and setting up and cleaning for family movie night/fun night. This is an evening event held once every month (alternating months based on volunteers) (*≈15-20 hours*)
3. **Enrichment Classes**- This is a good way to be a part of the learning experience at GMS. Parents can sign up to teach after school enrichment classes to our students, and/or share your expertise on a Special Day in the ECHOES Program. The class(es) can run for a few weeks, one time only, or for series of classes- it's up to you. Some classes that have been taught in the past are: chess club, sewing, running club, theatre, etc.... Clubs are usually held from 3:30-4:30pm M-Th and from 12:00-1:00pm F. Special Programs through ECHOES run from 3:30-4:45 and your child can attend that day at no cost.
4. **ECHOES check-in**- The ECHOES check-in team will answer the gym door from 3:30-4:30pm M-Th and from 12:15-12:30pm on F. You will earn COOP hours plus your child can attend that day at no cost. This will allow kids to enter to use the bathroom from the playground, club pick-up, and volunteers to enter/exit after school hours. (*=40+ hours*)

5. **Talent Show Organizers** – This person(s) plans and organizes the annual GreenMount Talent Show. Will need to solicit for students to come and audition to perform and students to help with any prop or equipment set up and break down. Will need to be present for auditions and rehearsals. Will need to schedule the event and create a program for the evening. (*≈10-20 hours*)