

All families enrolled at Millbrae Nursery School are required to serve on the board of directors OR choose a school job. Please make your selection of jobs you would prefer to fulfill during this school year. Please be prepared to choose a job or board position at the Parent Only Enrollment Orientation. Positions are filled on a first-come/first-served basis. If you do not choose a job one will be assigned. Members of the board do not take a job. Jobs unfulfilled will incur a fee.

Standing Jobs

These are the jobs which are absolutely necessary for the daily functioning of the Nursery School and must be filled first at the start of the year. Please speak with Director or Co-Presidents if you have questions regarding jobs.

Health and Safety Officer:

- a. Maintain first aid kits, check equipment for safety violations.
- b. Maintain emergency lighting system and fire extinguishers and smoke alarm batteries.
- c. Maintain exit signs, Health and Safety Bulletin Board, and Fire Exit Maps.
- d. Plan eye and ear screening for children.
- e. Be responsible for monthly Cal-OSHA review.
- f. Set up fire inspection checks.
- g. Check and restock earthquake supplies.

Maintenance Assistant:

- a. Assist and maintain equipment and school environment. Serve at Maintenance parties if officer cannot attend.

Laundry (1 fall – Sept.-Jan. & 1 spring - Jan. - June):

- a. Responsible for laundry during designated times, year-round. Bring home laundry, wash, and fold, return to school and put away items. This should be a non-smoking household.

Animal Coordinator (3 positions): (frogs & fish) (Birds & guinea pigs) (chicken & bunnies)

- a. Responsible for care of animals.
- b. Coordinate care of the animals during all extended school breaks.
- c. Responsible for outdoor animals during long weekends and/or hot spells.
- d. Obtains food and supplies for animals with coordination/communication of school.
- e. Follow school policy when handling pets. No children to be in an animal area without adult supervision. Soft voices and touches with pets.

Riding Equipment Maintenance:

- a. Assist and maintain all equipment and school environment including outdoor riding toys and equipment (bikes, scooters, horse swings, etc.); Keep in good repair; notify board when replacements are needed.

Recycler/Sanitation/Composter Engineer:

- a. Responsible for composting bin and makes sure recycling bins within school are in good repair and are being emptied.
- b. Post information on what should and should not be composted and recycled.
- c. Educate families and children about the benefits of composting and recycling. Provide class lessons on recycling and composting and in maintaining compost bin.
- d. Arrange field trip to recycling center for interested classes.

Scrip/eScrip:

- a. Responsible for Scrip & eScrip program, collects data, tracks and records membership's scrip/eScrip deposits, reports account information to Admissions Coordinator and Fundraising Officer.

Fundraising Event Team: (2 teams for 5 members & additional jobs)

- a. Each team will be assigned events for the year for which they will arrange, set up and clean-up, provide decorations, help plan and arrange financial aspects, work out logistics for successful event.
- b. Teams work together to help at Silent Auction.
- c. Work to coordinate, oversee, a fundraising events (examples - pasta dinner, nacho night, see's candy sales, casino night, picnic, ceramics)
- d. Donation Procurement, work closely with Fundraising Officer; seek donations from community, Alumni and membership for Raffle, Silent Auction and other events. Maintain and update donor list and send "thank you" to all donors.

Budget Committee Member (2 positions):

- a. Attend budget committee meetings, and perform budgeting and financial planning duties as requested or needed.

Personnel Committee Member (2 positions):

- a. Attend personnel committee meetings, and perform staff and/or HR related or financial planning duties as requested or needed.

Class Liaison (1 per class):

- e. Work with Special Events Coordinator to plan and coordinate class parties, events, such as graduation and end of year picnic.
- f. Responsible for compiling of annual scrapbook for class, to be paid for by the Association, presented at the end of the year picnic.
- g. Assist with class communication to promote class/school appreciation, spirit days, and attendance at events.
- h. Serve as liaison between Parents, Teacher & Board.
- i. Assist in reminding parents to return Blue Handbook by May 1st.

Gardener (2 positions):

- j. Responsible for mowing lawns, weeding, watering, planting flowers and bulbs, pruning shrubs where needed on a monthly basis.
- k. Maintain sprinkler system.

Scholastic Book Coordinator:

Oversee monthly Scholastic Book orders and organize Book Fair, arrange for volunteers to help from each class.

Silent Auction / Major Event Invitations:

With the help of fundraising chairs, create, design, print and publish invitations and publicize.

Candy Sales Coordinator:

Arrange, pick-up and drop off of candy order forms during candy sales, sort and distribute.

Blog & Web Assistant:

Maintain and update website, maintain and update email list, blog and general upkeep of social media sites relating to the Association.

Alumni Representative:

- a. Maintain and update Alumni List.
- b. Work with Publicity Officer to publish Alumni Newsletter in January.

Financial Resource Liaison:

Research and apply for grants, community giving and matching programs and other sources of soft money to provide supplemental funds for the Association.

Hospitality (2 positions):

Set up for all six Parent Member Meetings, put out chairs & put away chairs, arrange for refreshments for meetings. Dates are given at start of school year, typically the 2nd Tuesday of specific months.

Nutrition Assistant:

- a. Notify parents about snack obligation.
- b. Provide ideas and suggestions for nutritious snacks they can bring in.
- c. Remind parents when they haven't completed their snack obligation and notify the Treasurer if not met.

Photographer:

Take photographs at school events, special events and parties. Work with Association to create yearbook.

January Raffle:

Plan, oversee and help with vendor selection, ticket order and distribution. Assist with set-up/clean-up event. Work out logistics for successful event, plan and arrange worker schedule & duties.

Ceramics:

Plan, oversee and help with selection of items, order and distribution. Assist with set-up/clean-up event. Work out logistics for successful event, plan and arrange pick up of items for the fundraising events that include ceramic items for sale or auction.

Graduation Coordinator

In communication with the Director and PreK teacher, assist with planning of graduation. Plan, set up, assist with set-up/clean-up events. Work together with Last Day Picnic Coordinator for successful event, plan and arrange worker schedule & duties.

Last Day Picnic Coordinator

In communication with the Director, assist with planning of last day picnic to follow graduation. Plan, set up, assist with set-up/clean-up events. Work together with Graduation Coordinator for successful event, plan and arrange worker schedule & duties.