



**Discovery Preschool Society of Calgary  
Parent Job Handbook 2021/2022**

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# Executive Committee Members

The responsibilities of the Executive Committee (“Executive”) are detailed in the Discovery Preschool Policy and Procedures and the Society Bylaws. Meetings of the Executive are held approximately every 4 weeks.

## Chair & Vice Chair

### (Executive Committee Members)

As a member of the Executive, the Chair and Vice-Chair share in these responsibilities. To enhance continuity, it is best if the Chair or Vice-Chair has previous experience with the Preschool Executive or previous experience with the Preschool. Ideally the Vice-Chair will make a two-year commitment and assume the Chair role in the second year.

### *Key Responsibilities*

- Set meeting agendas in consultation with the Executive and the Teachers. - Apply for or renew license and permits as required.
- Ensure compliance with the bylaws, license and Program Plan, lease and contracts.
- Ensure appropriate parent communication is in place.
- Ensure decisions are financially prudent.
- Oversee the work of the Executive and assist if needed.
- Coordinate and host annual general meeting.
- Chair the HR Committee – the Vice-Chair is typically Chair of the HR Committee. See Policies and Procedures for the roles of the HR Committee including: providing direction, feedback and support to the Teachers and managing the contract.

### *Time Commitment*

Can be quite variable.

### *Helpful Tips*

Consistent with the Values and Beliefs (Policies and Procedures) a caring and community minded approach is helpful. Some flexibility in schedule helps, as some things need to be addressed in a timely manner.

## Advertising Director/Technology Director

### (Executive Committee Members)

### Advertising Role

### *Key Responsibilities*

- Secure photographer and organize photo shoots for each class.
- Develop marketing and advertising strategy for the Preschool.
- Coordinate and oversee Advertising Committee & its Meetings.
- Work with Treasurer to manage Advertising expenses.
- Place advertisements as needed. Oversee production and distribution of flyers and posters.
- Oversee creation and maintenance of the Preschool signage and sandwich board.

## **Technology Role**

### ***Key Responsibilities***

- Maintain school website/social media
- Administrate emails and G-suite functions for the school
- Ensure technology in the classroom is in working order
- Other technology jobs to be sorted as they arise

### ***Time Commitment***

On average, 2 hours per week.

### ***Helpful Tips***

The advertising part of this job is very straightforward as the same ads and pamphlet are used each year with minor updates. If the Preschool is not full, additional advertising ideas and actions will be required.

## **Facility Director**

### **(Executive Committee Member)**

### ***Key Responsibilities***

- Maintain regular communication with the Preschool's landlord, St. Matthew's United Church regarding use of space, scheduling, maintenance, health and safety inspections.
- Coordinate additional bookings for events such as meetings, clean-up days, etc.
- Oversee use of space (hall, cloakroom, chair room, kitchen, posting of material, etc.) to ensure it is consistent with lease agreement.
- Lead resolution of any issues that may arise.
- Work with the Preschool Chair to annually review and negotiate lease.
- Should the usual classroom space be temporarily unavailable, advise the Teacher and Executive; coordinate alternative space if possible; and assist with parent communication plan (via an email from the Secretary, phone list or posting of notices).
- Ensure that health and fire inspections are completed and posted including arranging a fire inspection for the Preschool via 311 (this is a separate inspection from the Church's).
- Oversee the inspection/maintenance of Preschool fire extinguishers.
- Review and renew insurance policy annually to ensure that the Preschool and Executive Committee are adequately insured.
- Keep updated list of all key holders; collect and distribute keys as required.
- Prepare and post interior signage as needed and ensure it is consistent with the Preschool brand.

### ***Time Commitment***

On average, about 2-3 hours per week.

### ***Helpful Tips***

Touch base with the Church at least monthly. Taking coffee is helpful, and a Christmas card from the children to the Church is most appreciated!

Alberta Health Services standards are documented in the Child Care Facility Guidelines on the Calgary Health Region website.

## **Fundraising Director**

**(Executive Committee Member)**

### ***Key Responsibilities***

- Coordinate and oversee the Fundraising Committee & its Meetings.
- Review and update fundraising strategy.
- Establish annual fundraising targets with the Chair and Treasurer.
- Establish timing of fundraisers to avoid overlap.
- Ensure a community-building parent social component of fundraising events. If a fundraising event is not required, establish a plan for a parent social event.
- Coordinate documentation of fundraising and parent social activities for future use.
- Oversee Fundraising Committee consisting of the Art Show Committee, Grant Researcher, Safeway Cards job holder, and typically one additional special events member. Provide support to parents in their specific fundraising jobs.

### ***Time Commitment***

On average, 4 hours per week.

### ***Helpful Tips***

Recent fundraising activities have included Safeway Cards (typically done twice a year); Art show; Grant Applications (typically done annually) and a Silent Auction (may be held every two years). The social aspect of fundraising events is very significant in strengthening the Preschool community. If the financial goals of fundraisers are reduced, the social goals will continue.

## **Parent Job Coordinator**

**(Executive Committee Member)**

### ***Key Responsibilities***

- With input from parents and teachers, update the Parent Job Handbook prior to pre-registration and at year-end (as may be needed).
- Set up and maintain an annual sign-up website, where parents log on to choose their volunteer roles.
- Ensure parents who register mid-year select a job, and parents withdrawing students from the program are replaced.
- Ensure parents comply with their volunteer roles throughout the year, send reminders of upcoming roles that need to be fulfilled ie: yearbook at the end of the year (April)
- Assist with job handover from one parent to another if needed at the end of the Preschool year.
- Stated in our Discovery Preschool Policy and Procedures, all parents are required to attend a Discovery Preschool Parent Orientation and Training. You will be required to organize the Orientations sessions prior to the school year beginning. Also, with every new child enrolled after start of the school year, the parents are needed to participate in an orientation which you will be required to organize and/or perform.

- The teachers/executive board should be informed if any parents are outstanding on their orientation training. You will also be responsible for coordinating with the Legal Advisor to ensure that police checks are completed for any volunteers.

### ***Time Commitment***

This job is busy during re-registration, on registration day, in early September and in January while updating the handbook. Otherwise, it is about 1 hour a week.

### ***Helpful tips***

Maintain a good rapport with parents and teachers to make sure that roles are being fulfilled and that everyone is happy with their positions. Use the site Sign- Up Genius for easy sign up of jobs by parents.

## **Co-Registrar – 2 Positions, Shared**

### **(Executive Committee Member)**

#### ***Key Responsibilities***

- Coordinate and oversee Open House & Registration Day Committee
- Respond to registration queries from prospective parents.
- Update registration package and send website content updates to Technology Director.
- Coordinate classroom visit/tours with Teachers and prospective parents.
- After registration day, enter data in spreadsheet, compile registration binder with forms, and record cheques and hand over to Treasurers Assistant.
- Maintain registration records including: portable records, registration spreadsheet, monthly attendance sheets, medication/allergy sheets, emergency contact lists, class lists, parent contact sheets and waitlist.
- Collect and follow up with families if tuition cheques are missing during registration.
- Communicate registration change information to Board as needed (e.g., Assistant Treasurer, Parent Job Coordinator, Secretary, etc.).
- Collaborate with Treasurer on applications for subsidy for qualified families.
- Check and respond to emails sent to the Registrar at [registrar@discoverypreschoolyyc.com](mailto:registrar@discoverypreschoolyyc.com).
- Monitor the preschool cell phone during Teachers' vacation and the summer break.
- Responsibilities are shared between the Co-Registrars.

### ***Time Commitment***

The time commitment is intensive in August and September, and in January and February (registration time). In the weeks leading up to registration day, it can be 5 to 7 hours per week. During the year, time commitment is variable depending on movement in registration.

### ***Helpful Tips***

Responsibilities are shared between the co-registrars and can be split up as seen fit. Great communication between the co-registrars is important. Keep in touch with the former Registrar. Look to the Executive for assistance. Keep everything updated as you go – don't let it pile up.

## **Secretary**

### **(Executive Committee Member)**

#### ***Key Responsibilities***

- Record the minutes of all Executive meetings.
- Provide a copy of the minutes to the Executive Members after each meeting, in a timely manner.
- Upon approval ensure a copy of the minutes are added to the “minutes binder” and are available upon request to the Society Members.
- Coordinate with various members of the Executive (Chair/Vice Chair, & Registrar) and the Teachers to prepare summer letter, staggered entry list, calendar, welcome packages, etc.
- Print and distribute these documents.
- Send parent communication emails on behalf of the Executive or other parents. - Field various email inquiries from parents and respond appropriately or pass on inquiries to relevant Executive Members and/or other parent job holders.
- Coordinate with guests attending Executive meetings to extend invitation and request a summary report.
- Collaborate with the Teachers on Newsletter input deadlines/schedules.
- Prepare an electronic newsletter for first of the month (or as close as possible) based on emailed input from the Teachers and the Executive Committee.
- Provide a PDF copy of the Newsletter to be emailed out to the parent community, and to the Social Media/Website Administrator to add to the website.

#### ***Time Commitment***

Preparations for the Preschool year require approximately 15 hours (in August and early September). Approximately 5-10 hours per month on an ongoing basis.

#### ***Helpful Tips***

Complete the minutes as the meeting takes place if possible, this saves time re- typing them.

Ask for digital copies of last year’s newsletter for ideas.

Develop your own style and format and utilize the same template for the whole year. Highlight ‘upcoming dates’ section. Wait until input is final. Add colour and graphics where possible for interest. Don’t edit the text provided - ask for clarification from writers rather than editing if the message is not clear.

## **Treasurer**

### **(Executive Committee Member)**

#### ***Key Responsibilities***

- Maintain financial records (bookkeeping).
- Distribute financial statements before or at executive meetings and present them at the meetings to ensure all the Executive Members are clear on the Preschool’s financial position.
- Pay all expenses including payroll, cell phone, and expense reimbursement.
- Coordinate development of budget and present at the Annual General Meeting.
- Manage payroll, including source deduction remittances, T4 filing, and ROEs.

- File annual tax and WCB returns.
- Arrange for the annual financial statements and related working papers to be reviewed and signed off by two board members prior to the Annual General Meeting.
- Participate in or act as an advisor to the HR Committee.
- Delegate duties to Treasurer's Assistant as appropriate and ensure an assistant is capable of undertaking duties in an emergency.

### ***Time Commitment***

Approximately 10 hours per month, with the exception of December and February at approximately 15 hours per month, and additional time at year end.

### ***Helpful Tips***

The Treasurer is required to have accounting credentials or to arrange volunteer or paid access to accounting services within budget parameters.

## **Administrative Jobs**

### **Legal Advisor - police record checks, lease agreement & insurance**

#### ***Key Responsibilities***

- Contact and educate volunteers on police record check requirements for the preschool.
- Educate volunteers on the process to obtain local police record checks by providing information on the identification required to take, and the addresses and hours of operation of local Calgary Police Service (CPS) offices that they may attend to complete their checks.
- Volunteers will be mailed original copies of their police record checks. The police record check coordinator collects and files these original documents in the lock box located on site at the preschool.
- They also notify volunteers when their police record checks are close to expiring (checks are valid for three years).
- The police record check coordinator keeps an up-to-date list of volunteers who have obtained police record checks, including pending and completed. This list must be shared with the Parent Helper Scheduler, and a copy must also be kept in the teacher binder for quick reference during regulatory checks.
- The police record check coordinator works in conjunction with the registrar, receiving Registrar updates and changes as they occur.
- Review or provide legal advice to the Facilities Director in the spring in respect of the lease agreement.
- Review or provide legal advice to the Treasurer and Chair on any needed information for insurance purposes.

### ***Time Commitment***

On average 3 hours per month, and busier shortly after registration day. Attendance on registration day is recommended.



### ***Helpful Tips***

It is helpful if you have some knowledge of the police record check process. It is also favourable if you have some law knowledge or skills in relation to contracts.

## **Parent Job Coordinator Assistant**

### ***Key Responsibilities***

- Work with the Parent Job Coordinator to create a framework for volunteering in the classroom.
- Create the parent schedule for the in-class volunteers - Prior to school starting, send out a sign up to all parents to pick their preferred dates for their volunteering responsibilities - we typically use Sign up Genius.
- Keep track of parent volunteering in that each parent is meeting their number of volunteer days in the classroom (about once a month, depending on enrollment)
- Coordinate with the Legal Advisor and ensure only Police Check Parents/Caregivers are scheduled.
- Post a calendar version on the bulletin board.
- Ensure that changes resulting in student turnover are reflected in the volunteer schedule.
- Other duties as directed by the Parent Job Coordinator.

### ***Time Commitment***

Approximately 1.5 hours per month.

### ***Helpful Tips***

Use the site "Sign-Up Genius" (same as the Volunteer Coordinator used to sign up parents for their parent job) and input the parents' names and emails along with the dates for the year. You can send out the sign up to all parents before the school year starts for the time period September to December and each parent can pick their preferred dates (on a first come first serve basis). In December, send out the sign up for the time period January to June.

Remind parents in your emails that they will have to find a replacement and advise the Teacher if they cannot attend their shift. It is the responsibility of the parent to find a replacement.

Remind parents that Parent Volunteers are to arrive at 15 minutes before class to participate in setup. List the school closure dates on the schedule calendars.

## **Treasurer's Assistant**

### ***Key Responsibilities***

- Assist Treasurer in maintaining financial records.
- Prepare tuition deposit and other deposits (fundraising/donations) as required.
- Maintain deposit records.
- Manage tuition tracking in conjunction with the Registrar and the Treasurer.

### ***Time Commitment***

3 hours per month for deposits and communication with parents and Treasurer. In in some years, depositing cheques throughout the summer months until the new Treasurer can take over.

### ***Helpful Tips***

Accounting experience is an asset. The idea is that you will consider moving into the Treasurer role if required. The tuition tracking part of the job is quite important to ensure that tuition cheques for students who have withdrawn from the Preschool are not cashed, and that all tuition cheques for students entering mid-year are received and deposited. The number of emails received each month will be dependent on the student turnover.

## **Registrar's Assistant**

### ***Key Responsibilities***

- Assist Registrars with classroom tours with prospective students' families and teachers
- Assist with Open House(s) and Registration Day
- Other duties as assigned by the Co-Registers

### ***Time Commitment***

Approximately 1-2 hours per month.

### ***Helpful Tips***

Tours are generally scheduled immediately before or after class

## **Substitute Teacher Coordinator**

### ***Key Responsibilities***

- To be the first point of contact for the Teacher when a substitute is needed
- Help to source a list of substitute teachers for the school for use in cases of Teacher absence with the help of Teachers
- Work with Parent Volunteer Coordinator to source from Parent Volunteers
- List should consist of 1-2 Staff Substitute Teachers and 1-2 Parent Volunteer Substitute Teachers for each class making note of availability, priority, certifications, first aid, police check etc...
- Create and distribute a contact list of the Substitute Teachers, Parent Volunteer Substitute Teachers. Include name, availability, telephone, email, class. Update as needed.
- Ensure Substitute Teachers, Parent Volunteer Substitute Teachers meet the requirements as stated in the Discovery Preschool Policy and Procedures
- Coordinate with the Legal Advisor to ensure that police checks are completed
- Collect necessary documentation for Preschool to have on file
- Coordinate orientation session for new Substitute Teacher candidate with the Teacher(s)
- Track hours to for submission to Treasurer for Staff Substitute Teachers

### ***Time Commitment***

Approximately 1-2 hours a month

### ***Helpful Hints***

## **Parent Substitute Teachers**

### ***Key Responsibilities***

- To fill in as assistant Teacher when one of the Teaching Staff is absent
- The Substitute Teacher Coordinator will be in contact when a substitute is required
- Parents volunteering as substitute teachers are required to:
  - Have a minimum of Child Development Worker or Supervisor Level of Certification from Alberta Children and Youth Services.
  - Have a valid First Aid Certificate or provide documentation of MD or RN licensing.
  - Obtain a Police Information Check including Vulnerable Sector Record Search
  - Sign a statement that they have read and will abide by the Preschool Policies and Procedures, including the discipline policy; and
  - Attend an orientation session with the Teacher(s)

### ***Time Commitment***

Will be dependent on how often a substitute is needed

### ***Helpful Tips***

Update the Substitute Teacher Coordinator with your availability throughout the year

## **Yearbook (1 for each class)**

### ***Key Responsibilities***

- Create a yearbook highlighting the year's projects and activities.
- Review uploaded pictures from the Teachers and take photos periodically with the Preschool cell phone or camera.
- Past yearbook formats have included photobooks, collage, or DVD set to music.
- Provide order forms or send out emails to the parents in your class & collect payment.
- Create and/or Order enough to fulfill the total ordered.
- Order one yearbook for the preschool to keep – this will be reimbursed by the Treasurer.

### ***Time Commitment***

The time commitment is small during the year - selecting the software, creating the basic layout of the yearbook, taking/sorting/organizing pictures (3-5 hours). Creating the yearbook usually takes 20 hours to complete near the end of the year.

### ***Helpful Tips***

This is a creative job! Basic familiarity with photo editing software would be helpful. Old yearbooks are available to get ideas. Start designing the concept of the yearbook early in the school year. This gives you a chance to communicate your ideas to the Teachers and have them help you take the types of pictures you want. Sorting through pictures every few months ensures that at the end of the year, you can focus on the pages of the yearbook and making it awesome!

# Fundraising Jobs

## Fundraising Assistant/Grant Researcher

### ***Key Responsibilities***

- Serve as a member of the Fundraising Committee and attend Fundraising Committee meetings.
- Investigate and apply for grants, both government and corporate, in order to support the financial goals of the Preschool.
- Liaise with the Fundraising Director to appraise them of grants of interest
- Assist the fundraising director with anything they need assistance with

### ***Time Commitment***

When researching a specific opportunity, several hours may be spent on the research and application. Otherwise, the time commitment is approximately 2 hours per month.

### ***Helpful Tips***

Work with the Fundraising Director and Executive to look at longer term funding opportunities. Coordinate with Fundraising Director, Chair, Treasurer and Teachers, to gather needed information (accounting information, government registration numbers, Teacher credentials).

# Classroom Management Jobs

## Laundry, Recycling and Sewing

### ***Key Responsibilities***

- Weekly washing and drying of towels, paint smocks and rags. More frequently if needed.
- Weekly removal of recycling from the Preschool and drop to a recycling bin. More frequently if needed.
- Periodic washing of cushions, yoga mats, stuffed animals, puppets and costumes.
- Change vacuum cleaner bag at least monthly (manufacturer recommends it be used with a bag no more than half full) and change filters as needed (at a minimum prior to each clean-up day).
- Complete sewing tasks as requested by the Teacher.
- Make articles required such as paint smocks, capes, costumes and pillowcases. In some years, the Preschool may make a quilt.

### ***Time Commitment***

About 20 minutes per week for the Laundry & Recycling, this part of the job is easy to work into pick up and drop offs at Preschool.

For the entire year, sewing projects may take about 20 hours.

### ***Helpful Tips***

Keep the laundry and recycling area of the Church's kitchen clean, to respect the guidelines established by the Church. The Teachers can provide direction as to where they want clean items to be put away, what items should be washed regularly/monthly, etc.

See Facility Director for guidance on health standards or review the Child Care Facility Guidelines on the Calgary Health Region website.

## **Librarian/Scholastic Book Order Coordinator**

### ***Key Responsibilities***

- Maintain the library system.
- Teachers will request or place holds on library books (Alexander Calhoun Public Library) for specific units they teach. You will be responsible for the pick-up and return of these books.
- Oversee the Teacher/Parent Reggio resource inventory and advise the Treasurer of any books that need to be repaired / replaced.
- Follow-up with any outstanding borrowed books.
- Ensure all books are returned and are in good condition at the end of the school year.
- Coordinate the Scholastic Book order for the three Preschool classes. Pick up catalogues from Alexander Ferguson School.
- Prepare catalogues and give to the teachers to distribute.
- Compile and submit order (online or by telephone).
- Pick up books from Alexander Ferguson School (this must be done promptly as these items take up space in their office).
- Organize and coordinate distribution.
- Coordinate “Rewards Catalogues” orders with the teachers.

### ***Time Commitment***

4 to 5 hours per month.

### ***Helpful Tips***

Have your own public library card. If possible, the Librarian should attend the final clean-up day of the year to complete an inventory count/evaluation.

This is the perfect job for an Alexander Ferguson School parent who has a relationship with the school. The Preschool’s account is in the Teacher’s name, you will submit the orders (online) on the Teacher’s behalf.

## **Play Dough Makers (1 for each class)**

### ***Key Responsibilities***

- At the beginning of your scheduled week provide two large batches of play dough to the preschool, in the colour(s) requested by the Teacher.

- **Play Dough Recipe**

3 cups flour

1.5 cups salt

6 tsp. cream of tartar

3 tbsp. oil

3 cups water

Pour all ingredients into a large pot. Stir constantly over medium heat until a dough ball forms by pulling away from the sides. Knead dough until the texture matches play dough (1-2 minutes). Store in plastic container. Should last for at least 3 months.

*Adding Colour:* once dough is prepared knead in food coloring (liquid or paste) or use unsweetened Kool-Aid to add scent with the color. Add glitter for sparkly play dough.

### ***Time Commitment***

Approximately one hour per month including shopping for ingredients and colour. You may also submit receipts for refund from the Treasurer. The expense reimbursement form can be obtained by emailing the Treasurer.

## **Shopper**

As the primary Shoppers for the school, items that need to be purchased include cleaning supplies, art and craft supplies, baby wipes for the students hands, and occasional special requests by the Executive and Teachers.

### ***Lead Shopper's Key Responsibilities***

- Work with the Treasurer and Teacher to establish a supplies budget at the start of the school year.
- Adhere to the established budget for the school year.
- Communicate with the Teachers on a weekly basis to ensure all items required for the classroom are purchased for the upcoming week.
- Collaborate and share in the duties of the Shopper.

### ***Shopper's Key Responsibilities***

- Communicate regularly with the Lead Shopper.
- Review flyers on a regular basis for sale items that may be relevant to the Preschool.
- Review inventory levels of regularly used items in the classroom and replace.
- Be proactive and peruse the classroom for items that may need to be replaced or updated including the first aid kit.
- Research best options for special requests and communicate the pros/cons to the Executive and/or Teachers.
- Collaborate with the Lead Shopper to ensure that last minute requests from the Teachers can be obtained for the classroom.
- Maintain records and all receipts to submit to Treasurer for reimbursement.

### ***Time Commitment***

On average, this works out to 1 hour or less per week for both the Lead Shopper and Shopper.

### ***Helpful Tips***

This is a fun job for those who like to shop for deals! This is also a great way to rack up points on your credit card. Communication with the Teachers is important. To save time, make the supply shopping part of your regular shopping. For example, if going to Costco for your own shopping, pick up wipes for the classroom. Some special trips may need to be taken for things like art supplies to specific stores. Submit receipts on a monthly basis to the Treasurer to be reimbursed and to maintain accurate accounting records. Occasionally, your expense reimbursement report may exceed \$500 (such as

purchasing frames for the art show). In these scenarios, you may submit your expense report upon purchase for reimbursement.

## **Woodwork / Handy person**

### ***Key Responsibilities***

- Repair any apparatus in the school that needs repair (e.g., fix a wobbly chair, add wheels to an easel).
- Design and build educational tools for the classroom (e.g., light table) at the Teacher's request. A budget for the project will be discussed and approved in advance.

### ***Time Commitment***

Can vary throughout the school year depending on preschool needs, typically 2 hours per month.

### ***Helpful Tips***

Most projects are simple in design. Basic woodworking skills and tools will be required.

## **Classroom Cleaning (6 people)**

### ***Key Responsibilities***

- Deep cleaning the classroom with the direction of a teacher 2-3 times during the school year
- Children are not permitted during cleaning sessions

### ***Time Commitment***

Each session will be approximately 2 hours, 2-3 times during the school year (Winter break, Spring break & Summer break).

### ***Helpful Tips***

Bleach will be used to clean, so please wear appropriate clothing

# **Technology Jobs**

## **Social Media/Website Administrator**

### ***Key Responsibilities***

- Work with Advertising and Technology Directors
- Assist the Advertising Director in the marketing and advertising strategy for the Preschool.
- Update content on the preschool website/social media (Instagram/Facebook).
- Work with the Advertising Director on website enhancements.
- Update Instagram and Facebook regularly with pictures provided by the Teachers

### ***Time Commitment***

Estimation is an average of less than 1 hour per week.

### ***Helpful Tips***

The advertising part of this job is based on social media and developing a stronger social media presence. The current Preschool Facebook page could use restructuring and enhancement, after which the page would just require weekly updates to stay current and field any questions that come through Facebook.