

Volunteer

Help Wanted

Important information needed for registration

Because we are a co-op and rely on members to fill the roles needed to make the co-op run, the parent in each family joining the co-op is asked to choose a “level 1” volunteer position.

See the handbook for thoughts on how leadership roles can work. Training is provided for class leadership roles and support is available throughout the session. No previous classroom experience is required.

Any period during which you are not in a leadership position in a class, you will be scheduled as an assistant or play monitor which are considered level 2 roles. Additionally, you will have a break in the Parents’ Room scheduled during one period of the day.

Level 1 positions are highlighted in blue.

Additional note: We have tried to indicate to the best of our knowledge which positions are filled and which are still open at this time. But this is somewhat fluid. There are some parents willing to take either one of two positions, for example. There are also some positions which *can* have two leaders but are very doable with one. So please tell us what your true preferences are and don’t hesitate to list a position that appears to be filled. However, we encourage you to consider first positions that at this time are not filled.

Art

Art Ages 6-12(13) Neutrons & Electrons combined

Leadership plan: 2 co-leaders, 1 small group leaders

Currently filled: 2 class co-leaders

Minimum still needed: none

Co-leader- set the overall purpose and themes for the class, design main projects, gather needed materials, run the class, coordinate small group leaders. Outside of co-op prep. time required. A budget is provided.

Small group leader- with direction from the class co-leaders, set up and maintain art station projects, including gathering materials. No artistic ability or previous



experience required (but always welcome). Some outside of co-op prep. time required, not necessarily weekly. A budget is provided under co-leader direction.

Art Ages 4-5(6) Quarks

Leadership plan: 1 or 2 co-leaders, 1 or 2 assistant

Currently filled: 2 co-leaders

Minimum still needed: [Possible opening for co-leader](#)

Leader(s)- set overall purpose and themes for the class, design projects, gather needed materials, run the class. Outside of co-op prep. time required. A budget is provided.

Art Ages 2-3(4) Protons

Leadership plan: 1 or 2 co-leaders, 1 or 2 assistants

Currently filled: 2 co-leaders

Minimum still needed: none

Leader(s)- set overall purpose and themes for the class, design projects, gather needed materials, run the class. Outside of co-op prep. time required. A budget is provided.

Science

Leadership plan: 2 co-leaders, 1 assistant, for each level

Note: Additional co-leaders welcome. If additional co-leaders for Electron or Neutron science volunteer, the current co-leaders would then teach only one level, not both.

Co-leader- set the overall purpose and themes for the class, gather needed materials, implement weekly lessons, run the class. Outside of co-op prep. time required. A budget is provided.

Science Ages (8)9-12(13) Electrons

Currently filled: 2 co-leaders

Minimum still needed: [additional co-leaders welcome \(see note above\)](#)

Science Ages 6-8(9) Neutrons

Currently filled: 2 co-leaders

Minimum still needed: [additional co-leaders welcome \(see note above\)](#)

Unit Studies

Leadership plan: 2 co-leaders, several assistants

Unit Studies Ages 4-5(6) Quarks

Currently filled: 2 co-leaders

Minimum still needed: [possible opening for co-leader](#)



Writers' Workshop

WW Ages 6-12(13) Neutrons & Electrons Combined

Leadership plan: 2 co-leaders, several assistants

Currently filled: 2 co-leaders

Minimum still needed: none

Co-leader- Set the overall themes for the class, gather needed materials, implement lessons, run the class, create a "publication" (winter & spring) of children's work. Outside of co-op prep. time required. A budget is provided.

WW Ages 4-5(6) Quarks

Leadership plan: 2 co-leaders, several assistants

Currently filled: 2 co-leaders

Minimum still needed: none

Leader- Set the overall purpose and themes for the class, gather needed materials, implement lessons, run the class. Outside of co-op prep. time required. A budget is provided.

PE

PE Ages (8)9-12(13) Electrons

Leadership plan: 2 co-leaders, 1 assistant

Currently filled: 1 co-leader (Debbie Garman)

Minimum still needed: none, [additional leader welcome](#)

Co-leader- Set the overall purpose and themes for the class, gather needed materials, implement lessons, run the class. Outside of co-op prep. time required. A budget is provided.

PE Ages (8)9-12(13) Neutrons

Leadership plan: 2 co-leaders, 1 assistant

Currently filled: 1 co-leader (Debbie Garman)

Minimum still needed: none, [additional leader welcome](#)

Co-leader- Set the overall purpose and themes for the class, gather needed materials, implement lessons, run the class. Outside of co-op prep. time required. A budget is provided.

PE Ages 4-5(6) Quarks

Leadership plan: 2 co-leaders, 1 assistant

Currently filled: 1 leader

Minimum still needed: [1 co-leader](#)



Leader- Set the overall purpose and themes for the class, gather needed materials, implement light lessons, monitor free-play portion of class, overall run the class. Outside of co-op prep. time required. A budget is provided.

PE Ages 2-3(4)

Leadership plan: 2 co-leaders, 1 assistant

Currently filled: 1 co-leader

Minimum still needed: [additional leader welcome](#)

Co-leader- Set the overall themes for the class, gather needed materials, implement light lessons (circle time), monitor free-play portion of class, overall run the class. Outside of co-op prep. time required. A budget is provided.

Quark Coordinator

Leadership plan: 1 coordinators

Currently filled: 1 coordinator

Minimum still needed: none

The Quark Coordinator is not necessarily with the Quarks during every period, but many. This person co-leads one or two of the structured classes and then assist with several other classes. Some classes in this age group might be connected by a theme. So someone might do art projects that sometimes relate to unit studies. Co-leading both classes would make the theme possible.

Not all Quark co-leaders need to lead more than one class. So if you think you'd just like to co-lead one of the classes as a stand-alone, let us know.

Nursery Coordinator

Leadership plan: 1 coordinators

Currently filled: 1 general coordinator & 1 activity coordinator

Minimum still needed: none

The nursery coordinator does not necessarily need to be with the nursery kids during every period, but many. This coordinator would organize a story time and / or music time as well as other occasional activities in the nursery. Note: The nursery coordinator might choose to co-lead one of the Tot Classes which are held outside of the nursery for the 2-3(4) age group.

It is with the work of all participating parents taking on these exciting roles that co-op is possible. Please contact us with any questions.

Fundraising and Event Planning

Leadership plan: 1 or 2 committee members

Currently filled: all committee positions open

Minimum still needed: [1 committee member](#)

We would like to further develop our fundraising at this time. This person or committee will design and implement "easy" fundraising efforts. Our primary method of fundraising will be passive fundraising such as "Shop 'N' Share."



This person or committee will also plan non-fundraising events: four parties which take place during co-op hours and our spring open house which is an evening event. (Note: only the open house and end of year party remain for the 2009-2010 co-op year.)

Sub Coordinator/Lunch Coordinator/Recycling Custodian

Leadership plan: 1 person

Currently filled: this position is open

Minimum still needed: 1 person

This position is for one person and involves 3 components described below.

Sub coordinator component: Especially for our newest members, the process of obtaining subs can be a little confusing because our roles and class circumstances change throughout the day. The sub coordinator is available to assist in this process and/or is the person to call with unforeseeable, last minute sub needs when a parent is absolutely unavailable to obtain their own subs. This person should live fairly close to co-op and should generally be available Wednesday evenings and early Thursday mornings to assist in last minute situations. Training will be provided for this position. All parents remain responsible for obtaining their own subs well in advance for foreseeable circumstances.

Lunch Coordination component: Create the lunch duty rotation (each family takes their turn wiping & sweeping up), watch the clock and announce to the kids when lunch play time begins and ends, and make sure the gym is put back in order (with kids' and adults' help).

Recycling component: Collect and dispose of recycling from classrooms.

