



JOB REQUEST FORM
New Member
2019-2020 School Year

Welcome to Aspen Hill Cooperative Nursery School! As a member of the co-op, you have the opportunity to select a job that suits your interests and talents! Ask yourself, "Which job plays to my strengths," and "which job would I be able to perform well that would benefit the school?"

Each family is required to take on one job. Please read the job description list thoroughly so you can make the best choice for you and your family. Once you choose a job, you are expected to perform it to the best of your abilities. Remember, this is a cooperative and we all need to do our jobs to keep the school running smoothly. In addition, a \$50 fine has been established for job non-performance.

Jobs will be assigned on a first come first served basis, with returning members choosing their jobs first. I will try to honor your choices, if possible. Please remember, however, that I also need to consider the various needs of the school.

You will be notified of your job assignment by the August Orientation Meeting, and will receive job information at that time.

Contact me if you have any questions.

Tristan Metallo Secretary 2019-2020 tmetallo@gmail.com

Child's Name: _____ **Class for 2019-2020:** _____

FIRST CHOICE _____

SECOND CHOICE _____

THIRD CHOICE _____

Parent's Name _____

Job Request Form Date Received: _____

JOB ALLOCATED: _____

Aspen Hill Cooperative Nursery School Non-Elected Job Descriptions*

- **ASST . CLASS REP/FIELD TRIP COORDINATOR (up to 6, appointed by Board)** - Schedules field trips, distributes and collects permission slips, and arranges carpools. Assists Class Rep and attends Board Meetings in his/her absence.
- **BOOK CLUB (1 or 2)** - Plans, organizes, and implements Scholastic Book Club sales, including distributing fliers, managing the sales through the Scholastic websites, and distributing purchased books.
- **FLOATER (if necessary)** - Assigned only after all other positions have been filled. Fills any position that becomes open during the year.
- **FUNDRAISING COMMITTEE (7 or 8)** - Helps organize and distribute items sold through fundraising events. Assists with Silent Auction by obtaining donations, writing and distributing thank you letters to contributors, and setting up and conducting the Silent Auction.
- **HISTORIAN (1)**- Creates a photo album/scrapbook for the current year containing pictures of all classes and major events.
- **HOSPITALITY COMMITTEE (3 or 4, at least 1 returning member)** - Coordinates set up and clean up for Orientation and Potluck meetings. Helps with any other social events under the direction of the Membership VP.
- **HOUSEKEEPING COMMITTEE (4 or 5)** - Supervises monthly school cleanings 2 to 3 times per year, assigned on a rotating basis by the Housekeeping Chairperson.
- **HOUSEKEEPING – HALLWAY MAINTENANCE (1 or 2)** - Mops the school hallway outside school hours.
- **KITCHEN COORDINATOR (4)** - Maintains and cleans kitchen area and refrigerator on a weekly basis.
- **MAINTENANCE (3 or 4)** - Carries out any school repairs throughout the school year. Must attend August Playground clean-up.
- **MEMBERSHIP REPRESENTATIVE (3 or 4, at least 2 returning)** - Helps at the February Open House. Gives group tours to prospective families throughout year. Assists with clean up at Orientation and Potluck meetings.
- **NEWSLETTER EDITOR (1 or 2, at least 1 returning)** - Publishes monthly Newsletter. Contacts teachers and Board members on a monthly basis to request submissions
- **PHILANTHROPIST (1 or 2)** - Plans, organizes, and implements AHCNS community involvement activities, including clothes Swap, food and clothing drives for shelters etc.
- **PHOTOCOPIER (1)** - Photocopies documents for the Board members.
- **PHOTOGRAPHER (1)** - Takes photos for the newsletter, website, yearbook, and any promotional items. Preferably a professional photographer.
- **RECYCLING COORDINATOR (1)** - Empties the recycling containers on a weekly basis.
- **RIDING ROOM COORDINATOR (4)** – Cleans riding room on a biweekly basis outside of school hours.
- **SILENT AUCTION COORDINATOR (1, returning)** – Plans and implements the Silent Auction, including requesting donations from local merchants.
- **SOCIAL MEDIA (1)** - Update the school’s Facebook page and helps to admin the school’s Facebook group.
- **SUPPLY PURCHASER (3)** - Purchase supplies from Sam’s Club, and puts supplies away in storage closet.
- **WEBMASTER (1)** - Maintains and updates the school’s website.

* Please see printed packet for full details on jobs