



**CO-OP DIRECTOR**

**Teachers**

**PRESIDENT**

**Treasurer**

**Secretary**

**Team: Facilities & Maintenance**

**Team: Parent Education**

**Team: Admin**

**Director of Public Relations & Communications**

**Director of Fundraising**

**Director of Family Engagement**

**Program Coordinators (TT/PS)**

Housekeeping and Laundry \*

Education Event Coordinator

Registrar \*

**Team: Public Relations**

Online/Digital Media Marketing\*

**Team: Fundraising**

Community Fundraising\*

**Team: Family Engagement**

Play Palooza Lead\*

Classroom Support TT

Facilities On-Call\*

Librarian

Childcare Team\*

Print Marketing

Passive Fundraising Coordinator

Pancakes and Play Lead\*

Classroom Support TT

Technology Support

Grants/Stipend Seeker & Document Management

Community Play Day Coordinator\*

Internal Fundraising-T Shirts

Veteran's Day Parade Lead

Gardener\*

Internal Fundraising-Make it Plates

Folsom Family Expo Lead\*

Meeting Support

Internal Fundraising-Bike-a-thon Lead\*

Hospitality Coordinator\*

# Bright Beginnings Job Descriptions

## Facilities & Maintenance Team

This team reports to the Co-Op Director and is responsible for ensuring the physical maintenance, cleanliness and safety of the Preschool Property.

### Skills & Interests/Experience/Availability Needed:

- Handy/home repair skills
- Access to wide range of tools (manual & power)
- Cleaning/Janitorial experience
- Ability to take an idea or issue and troubleshoot appropriate solution or plans

Title	Job Description	# of Positions
Housing Keeping & Laundry Team*	<ul style="list-style-type: none"> <li>• Responsible for taking laundry home every week</li> <li>• Working in a team of three come to preschool during non-school hours and clean indoor preschool spaces a minimum of once per trimester. Dates may be coordinated between team members and Co-Op director.</li> <li>• Heavy lifting of furniture, climbing on fixtures and shelving, and carpet cleaning.</li> <li>• Assist with other Facilities and Maintenance team responsibilities as needed.</li> </ul>	3+
Facilities On-Call*	<ul style="list-style-type: none"> <li>• Coordinate and lead one work party per year, see calendar for list of dates. This job satisfies the Work Party membership requirement.</li> <li>• Complete monthly inspections, and provide on-call support.</li> <li>• Responsible for conducting monthly safety inspections of both the indoor and outdoor spaces of the preschool property.</li> <li>• Minor items or safety issues will be completed immediately and directly by the persons holding this position.</li> <li>• Responsible for researching, sourcing and overseeing larger building and improvement projects.</li> <li>• Assist with other Facilities and Maintenance team responsibilities as needed.</li> <li>• <b>Required: Competent building and maintenance experience, consistent availability, good communication, initiative.</b></li> </ul>	3+
Technology Support	<ul style="list-style-type: none"> <li>• Support use of all applications and programs used by administration and membership including:               <ul style="list-style-type: none"> <li>◦ Konstella</li> <li>◦ Procare</li> <li>◦ TechSoup</li> <li>◦ Google Suite</li> </ul> </li> <li>• Assist with troubleshooting laptop, printers and network issues.</li> <li>• Co-op liaison for any new technology installed by Journey Church and act as main AV individual</li> <li>• Available to assist with any other Facilities and Maintenance needs.</li> </ul>	1

\*denotes a job eligible for Level 4

Title	Job Description	# of Positions
Gardener*	<ul style="list-style-type: none"> <li>• Coordinate and lead one work party per year, see calendar for list of dates. This job satisfies the Work Party membership requirement.</li> <li>• Responsible for maintaining the entire outdoor space which may include: Weekly garden check ins, Folsom Garden Club grant implementation, Espalier fruit tree pruning, etc.</li> <li>• Assist with other Facilities and Maintenance team responsibilities as needed.</li> </ul>	1
Meeting Support	<ul style="list-style-type: none"> <li>• Responsible for setting up and taking down chairs at all Co-Op meetings which may include: Info sessions, General meetings, Parent Ed nights, Classroom meetings and other meeting events.</li> <li>• Info session support (Dates for info sessions are on the calendar and are subject to change).</li> <li>• May need to prepare materials (printing, preparing packets, applications, creating a sign in sheet, etc).</li> <li>• Assist with other PR/Communication team responsibilities as needed.</li> </ul>	1

### Administrative Team

This team reports to the Co-Op Director and assists the Co-Op Director and the Board of Directors with tasks related to the management and administrative duties of the preschool.

#### Skills & Interests/Experience/Availability Needed:

- Organized, Self-starter, Attention to detail
- Basic computer, Google Drive, and internet skills
- Able/willing to attend school events, work in office (without children)

Title	Job Description	# of Positions
Childcare Team*	<ul style="list-style-type: none"> <li>• Availability and willingness to provide childcare at least 6xs a year for board members during board meetings typically held on the second Friday of each month from 9am-12pm. Children welcomed to join.</li> <li>• Assists with other Administration team responsibilities as needed.</li> </ul>	4+
Registrar*	<ul style="list-style-type: none"> <li>• Assists the Co-Op Director with preparing, processing, and auditing child file paperwork and data entry into the family information database</li> <li>• Notification and follow-up of missing/needed child file paperwork.</li> <li>• Requires ample availability (without childcare) over the summer (before the start of the school year) and September for initial review and then follow-up/maintenance as necessary.</li> <li>• Assists with other Administration committee responsibilities as needed.</li> </ul>	1
Grants/Stipend Seeker & Document Management	<ul style="list-style-type: none"> <li>• Seeks availability of grants and stipends for the program and applies for those applicable.</li> <li>• Responsible for preparing and archiving operational documents (inquiry packets, sign-in/out sheets, timecards, etc.).</li> <li>• Assists with other Administration team responsibilities as needed.</li> </ul>	1

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## Parent Education Team

This team reports to the Co-Op Director with primary responsibilities related to families currently enrolled at Bright Beginnings Preschool and related to engagement of and education of families within the preschool.

### Skills & Interests/Experience/Availability Needed:

- Customer service skills
- Outgoing, friendly disposition
- Confidence in and ability to advocate program philosophy
- Access to and/or resourcefulness to seek out educational opportunities and articles

Title	Job Description	# of Positions
Education Event Coordinator	<ul style="list-style-type: none"> <li>• Plan, coordinate, communicate and implement various preschool parent education events including but not limited to Parent Education nights and monthly Coffee and Chat.</li> <li>• <b>Must be available to attend <u>some or all</u> Coffee and Chats.</b></li> <li>• Assist with other Parent Education responsibilities as needed.</li> </ul>	1
Librarian	<ul style="list-style-type: none"> <li>• Responsible for maintaining, sourcing, and assembling new parent education materials, children's books, and play kits on a monthly basis.</li> <li>• Support with content creation, writing and communication of parent education.</li> <li>• Assist with other Parent Education responsibilities as needed.</li> </ul>	1

## Program Coordination Team

This team reports to either the Toddler Transition Program Coordinator or the Preschool Program coordinator and works with classroom teachers to complete tasks related to carrying out the preschool program and curriculum.

### Skills & Interests/Experience/Availability Needed:

- Clear understanding of and alignment with program philosophy
- Ability and willingness to be proactive and creative with minimal direction
- Teamwork & Communication Skills

Title	Job Description	# of Positions
Toddler Transition Classroom Support	<ul style="list-style-type: none"> <li>• Prepare and manage class materials.</li> <li>• Plan and coordinate teacher appreciation gifts.</li> <li>• Manage photos in Google Photos.</li> <li>• Assist with other Curriculum/Program team responsibilities as needed.</li> </ul>	1
Preschool Classroom Support	<ul style="list-style-type: none"> <li>• Prepare and manage class materials.</li> <li>• Plan and coordinate teacher appreciation gifts.</li> <li>• Manage photos in Google Photos.</li> <li>• Coordinate and execute Secret Shop (December) and solicit parent volunteer support.</li> <li>• Assist with other Curriculum/Program team responsibilities as needed.</li> </ul>	1

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## Public Relations & Communications Team

This team works with the Director of Public Relations and Communication to bring awareness of our preschool to the community and increase enrollment to ensure continued operation.

### Skills & Interests/Experience/Availability Needed:

- Sales/Development
- Online Marketing
- Graphic Design Skills
- Outgoing & Proactive

Title	Job Description	# of Positions
Online/Digital Media Marketing*	<ul style="list-style-type: none"> <li>• In collaboration with the Director of PR proactively and regularly (monthly) source content for social media (Facebook and Instagram) and website blog.</li> <li>• Requires high-quality writing skills and understanding of social media platforms.</li> <li>• Ability to use WordPress platform, to maintain public-facing website.</li> <li>• Proactively seek ways to increase visibility, usability, SEO, and valuable website content.</li> <li>• Updates forms, photos, formatting, etc. as requested or as necessary.</li> <li>• Analyzes website usage data to drive website traffic.</li> <li>• Basic understanding (or high motivation to learn) website design and Google Analytics.</li> <li>• Assists with other PR/Communication team responsibilities as needed.</li> </ul>	1
Print Marketing	<ul style="list-style-type: none"> <li>• Responsible for creating, printing, and ordering print marketing materials for ongoing marketing efforts of both the program and various events, including:               <ul style="list-style-type: none"> <li>◦ Flyers</li> <li>◦ Brochures</li> <li>◦ Postcards.</li> </ul> </li> <li>• Requires high-quality written skills and basic graphic design experience.</li> <li>• Assists with other PR/Communication team responsibilities as needed.</li> </ul>	1
Community Play Day Coordinator*	<ul style="list-style-type: none"> <li>• Responsible for organizing at least 3 Community Play Days located at Bright Beginnings. This may include:               <ul style="list-style-type: none"> <li>◦ working with the PR team to market the event</li> <li>◦ planning and executing the event</li> </ul> </li> <li>• <b>Must be available to attend the Community Play Days.</b></li> <li>• Assist with other PR/Communication team responsibilities as needed.</li> </ul>	1

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## Family Engagement Team

This team works with the Director of Family Engagement to encourage community both within our school and with the greater local community.

### Skills & Interests/Experience/Availability Needed:

- Values family connection
- Strong desire to build relationships
- Event planning
- Outgoing & Proactive

Title	Job Description	# of Positions
Play Palooza Lead*	<ul style="list-style-type: none"> <li>• Plans, coordinates, communicates, and executes all aspects of Play Palooza (March)</li> <li>• Serves as a support person to the Community Event team and the events and projects that occur.</li> <li>• <b>Must also be available to attend some of the other community events.</b></li> </ul>	2
Pancakes and Play Lead*	<ul style="list-style-type: none"> <li>• Plans, coordinates, communicates, and executes all aspects of Pancakes and Play (February).</li> <li>• Serves as a support person to the Community Event team and the events and projects that occur.</li> <li>• <b>Must also be available to attend some of the other community events.</b></li> </ul>	2
Veteran's Day Parade Lead	<ul style="list-style-type: none"> <li>• Secure Bright Beginnings position in the Veteran's Day Parade (November) and coordinate participation.</li> <li>• This person must be available to attend the Veteran's Day Parade.</li> <li>• Serves as a support person to the Family Engagement team and the events and projects that occur.</li> <li>• <b>Must also be available to attend some of the other community events.</b></li> </ul>	1
Folsom Family Expo Lead*	<ul style="list-style-type: none"> <li>• Plans, coordinates, communicates, and executes all aspects of Folsom Family Expo (planning begins in August, event in October).</li> <li>• Serves as a support person to the Community Event team and the events and projects that occur.</li> <li>• <b>Must also be available to attend some of the other community events.</b></li> </ul>	1
Hospitality Event Coordinator*	<ul style="list-style-type: none"> <li>• Coordinates and offers a variety of school wide play dates to current membership throughout the year (2 - 3 times per trimester) that encompass a wide variety of family needs (price, differing ages of children, days per week, times of day, location, etc). These are typically held at a local park, Busy Kids, etc.</li> <li>• Coordinates the Back to School (August) Winter Gathering (December) and End of Year (May) picnics which includes creating a potluck sign up.</li> <li>• <b>Must be available to attend <u>some</u> of the play dates and <u>both</u> the Back to School Picnic and End of Year Picnic.</b></li> <li>• Assists with other Family Engagement team responsibilities as needed.</li> </ul>	1

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## Fundraising Team

This team works with the Director of Fundraising to plan and facilitate events, services, and process, the provide additional funding for the preschool. This team is fundamental to the overall success and ongoing operation of the preschool.

### Skills & Interests/Experience/Availability Needed:

- Event planning
- Fundraising/solicitation
- Team/people management
- Proactive with consistent follow-through

Title	Job Description	# of Positions
Community Fundraising Team*	<ul style="list-style-type: none"> <li>• Working with the Director of Fundraising plans, coordinates, and executes the annual fundraising event.</li> <li>• Primary responsibilities will relate to the coordination of venue, event program, tickets and all other event logistics. This may also include the solicitation of logistics.</li> <li>• These positions are available to serve as support for any other team member needing in person or background support for their tasks.</li> </ul>	4
Bike-a-thon Lead*	<ul style="list-style-type: none"> <li>• Plans, coordinates, communicates, and executes all aspects of Bike-a-thon (October).</li> <li>• This includes setting up the fundraising platform for donations (e.g., GiveButter).</li> <li>• Serves as a support person to the Fundraising team and the events and projects that occur.</li> <li>• <b>Must also be available to attend some of the other fundraising events.</b></li> </ul>	1
T-Shirts	<ul style="list-style-type: none"> <li>• Plans, coordinates, communicates, and executes all aspects of T-Shirts (August).</li> <li>• Serves as a support person to the Fundraising team and the events and projects that occur.</li> <li>• <b>Must also be available to attend some of the other fundraising events.</b></li> </ul>	1
Make-It Plates	<ul style="list-style-type: none"> <li>• Plans, coordinates, communicates, and executes all aspects of Make-It Plates (November/December).</li> <li>• Serves as a support person to the Fundraising team and the events and projects that occur.</li> <li>• <b>Must also be available to attend some of the other fundraising events.</b></li> </ul>	1
Passive Fundraising Coordinator	<ul style="list-style-type: none"> <li>• Responsible for sourcing, implementing, tracking and advertising all passive fundraising including but not limited to Take Out Tuesday.</li> <li>• Coordinates online fundraising including but not limited to Tisbest and Big Day of Giving.</li> <li>• Serves as a support person to the Fundraising team and the events and projects that occur.</li> <li>• <b>Must also be available to attend some of the other fundraising events.</b></li> </ul>	1

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