



Co-op Jobs List

As a non-profit Cooperative, LCK is able to keep costs low by using parent resources whenever possible.

Every LCK 3K and 4K family will be required to choose one (1) Co-op job to help ensure the successful operation of LCK.

LCK values everyone's time and energy and understands that the level of involvement will vary from family to family. In order to assist you in determining the right job for you, we've categorized each job with regard to the time commitment necessary. Please know that every Co-op job is needed to help the Co-op run smoothly, and that we sincerely appreciate and value the time you spend working to benefit your child and LCK. Please review the descriptions below and sign up for a Co-op job at Parent Orientation. Thank you in advance for your help!

WEEKLY OR BIWEEKLY TIME COMMITMENT

4K Center helpers Work with small groups of children in the classroom once a week, or when your schedule permits. Coordinates with 4K teacher. Teacher will contact volunteers to arrange the schedule.

Milk Person (1 person): Responsible for communicating with the 3K Teacher to pick up the milk needed each week throughout the year. Milk (2%) is brought to school every Monday at drop-off time and placed in the 3K (LCK office) refrigerator. Reimbursements are completed with the Treasurer.

Scholastic Book Coordinator (2 people): Work together with the 3K (1 person) and 4K (1 person) classes to distribute book order forms throughout the year. Collect orders every other month and tally for final order to give to teachers. Sort and distribute books when they arrive. Overseen by 3K and 4K teachers. Need one person for 3K and 4K.

Newsletter Editor (1 person): Works with the 3K and 4K teachers, and is responsible for the production of a monthly newsletter to be distributed to the general membership by the 3rd of each month. A template on MS Office will be provided. Prints copies to distribute to family, teacher and officer mailboxes at school and sends by email to group email loop. Coordinates with VP of Operations for newsletter development.

MONTHLY OR BIMONTHLY TIME COMMITMENT

Class prep helpers (4 people): Works with teachers to help cut out patterns, assemble crafts, make copies, etc. for the children to use in craft projects throughout the year. This may include take-home items. Need one person per class.

Focus on family helpers (2 people): Contacts families via e-mail to create a one-page sheet that highlights their family. Will post on the bulletin board outside each classroom. Coordinates with Class Representatives to develop highlights. Need one person per 3K and 4K.

Grocery receipts (1 person): Collects, sorts and submits receipts from Piggly Wiggly and Sentry grocery stores. Works with the Treasurer.

Hospitality (2 people): Sends cards, acknowledgements, etc. as needed. This may include a monthly birthday mailing and a holiday mailing. Arrange periodic outings to foster closeness in the LCK community. Outings can include family events, parent only activities, and play dates. Works with the Class Representative. Need one person for 3K and 4K.

Special day helper (4 people): Works with teachers to help with children as needed for special days such as picture day, Halloween parade, Valentine's Day, VIP nights, vision screening, etc. Need one person per class.

LCK Webpage and Facebook Manager (1 person): Has working knowledge of Facebook and can maintain updates on behalf of LCK. Helps with LCK webpage by updating the information or big events by communicating with web designer. Works with Technology Coordinator to set up Technology Meetings to update the website. Coordinates with President for information.

ONCE OR TWICE ANNUALLY TIME COMMITMENT

Technology Coordinator (1 person): Has working knowledge of computer software and hardware. Helps with setup of computers, software installation and troubleshooting as needed. Works with LCK Webpage and Facebook Manager to set up Technology Meetings to update the website. Coordinates with President for information.

Bylaw committee (3 people): Works with the VP of Operations to review LCK's Bylaws annually and propose any changes.

Picture Day Helper (8 people): We need two parents from each class to stay and help on picture day. You'll help lead the children to the library commons area and help straighten clothes, fix hair, etc.

Holiday Program Auction or Raffle (4 people): Works with VP of Communications. Set up meeting in October to plan for auction or raffle at the Holiday Program in December.

4K End of year/graduation planners (4 people): Meets in early April to plan LCK's End of Year Celebration and Graduation in May. Organizes food, entertainment, teacher presents, decorations, etc. Checks with teachers regarding necessary stage setup, table decorations, etc. Works within set budget established by the Officer's Board. Overseen by 4K Class Representatives.

Holiday party planners (4 people): Meets in early November to plan LCK's Holiday Party in December. Organizes food, entertainment, decorations, etc. Works with Class Representatives on children's presents to be purchased and gifts to be wrapped in early December. Sets up a surprise visit from Santa. Checks with teachers regarding necessary stage setup, table decorations, etc. Works within set budget established by the Officer's Board. Overseen by VP of Operations. Need two people for 3K and 4K.

Fundraising Committee (3 people): Works with the VP of Communications to organize, label and hand out fundraising items upon pickup. Helps with communicating to families about upcoming fundraisers, dates, and pickup times.

Nominating Committee (3 people): Works with the VP of Operations to recruit new Board Members. Meets in December to prepare the ballot for the Officers Board election. Need to obtain letters of intention from Co-op members seeking a position on the Officer's Board. Will tabulate election results and report to the Officers Board. Need three people.

Toy cleaning committee (8 people): Helps with the cleaning and disinfecting of toys and furniture in the classroom at the beginning of each semester. There is a minimum of two cleanup sessions per year. This is done when school is not in session usually in the morning for an hour or two. Children are allowed to come. Need a Chair to lead this committee. Overseen by President.

Yearbook creation (2 People): Creates a yearbook to be handed out during end of year festivities. Need one person per 3K and 4K.

<p style="text-align: center;">OFFICER BOARD POSITIONS President, Vice President of Operations, Vice President of Communications, Treasurer, Secretary & Class Representatives</p>
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CLASS REPRESENTATIVES (4 people): This is an LCK Board position. Elections are held during the week of September 15th and the term begins immediately following the election. All LCK Officers will have to pass a background check in order to maintain membership on the Officer's Board. **First and foremost, the class representative serves as a positive and responsible advocate for LCK in general and as an effective liaison between parents and teachers.** Duties include preparing snack lists and calendars, creating the class call chain, assist/communicate with party planners, provide information to newsletter editor when necessary, organize a social outing once per semester, attend monthly LCK Officers Board meetings and perform other miscellaneous duties as outlined in the Class Representative Job Duties list. Eligible to receive annual honorarium. Need one representative per class.

Please contact the President if you are interested in a Class Representative Board position for this year!

The following Officer Board positions are elected in Spring. If you are interested in any of these positions for next year, please contact our current President. We are happy to explain these positions in more detail. Only one person is needed for each position. All LCK Officers will have to pass a background check in order to maintain membership on the Officer's Board.

PRESIDENT: Direct the affairs of the school. Conduct and facilitate Board meetings. Performs other duties as outlined in the President Duties List. Eligible to receive annual honorarium.

VICE PRESIDENT OF OPERATIONS: Help President and other Board Members with tasks as needed. Prepare a Co-op evaluation form, distribute to all members, collect and compile responses and prepare a report for the board. Direct Nominating committee and Bylaw committee for elections. Ex-officio member of all committees. Coordinates with VP of Communications. Performs other duties as outlined in the VP of Operations Duties List. Eligible to receive annual honorarium.

VICE PRESIDENT OF COMMUNICATIONS: Oversees fundraising activities. Direct communications with outside agencies. Determine best way in which to advertise LCK for further exposure in the community. Performs other duties as outlined in the VP of Communications Duties List. Eligible to receive annual honorarium.

SECRETARY: Responsible for the enrollment process, including phone calls, mailings and class lists. Takes attendance, records and distributes minutes of all general and Board meetings. Sends thank you notes and correspondence requests as needed. Performs other duties as outlined in the Secretary Duties List. Eligible to receive annual honorarium.

TREASURER: Responsible for maintaining a complete set of records, preparing monthly and annual financial reports, including the budget, making all financial deposits and disbursements as needed including payroll. Works with another volunteer who does the accounting. Performs other duties as outlined in the Treasurer Duties List. Eligible to receive annual honorarium.