

## Special Duties Job Descriptions

### Clean-up Night

**Key Function:** Ensuring the preschool is regularly sanitized in compliance with provincial licensing rules

**Time Commitment:** approximately 2 hours each scheduled evening

- Involves light cleaning and sanitizing of the toys and equipment in the classrooms
- Clean-up nights take place at the preschool in the evenings and occur four times a year in the fall, winter, spring and at the end of the school year
- Ideal for dual working parents
- Clean-up nights is a group function

### Laundry Person

**Key Function:** Ensuring preschool's laundry is regularly washed in compliance with provincial licensing rules

**Time Commitment:** approximately once per month per volunteer (10 times per year)

- Involves taking home a bag of washing machine safe laundry at the end of each week to clean and sanitize.
- Returning the laundry promptly to the preschool
- Position is shared between 3 to 4 volunteers

### Baking

**Key Function:** To assist the teachers in the classroom on baking days

**Time Commitment:** 5 volunteer days between Sept-Jan

- Volunteering in the classroom to assist the teachers on the class scheduled baking days
- Specific to the 4 year old program

### Playdough

**Key Function:** Make fresh playdough in compliance with provincial licensing rules

**Time Commitment:** approximately once per month per volunteer (10 times per year)

- Upon teacher's request, ensure fresh playdough is made using the recipe and ingredients supplied by the preschool.
- Shared between 3 to 4 volunteers per classroom

### Toy Cleaner

**Key Function:** Ensuring preschool's toys are regularly sanitized in compliance with provincial licensing rules

**Time Commitment:** approximately once per month per volunteer (10 times per year)

- Involves taking home a bag of dishwasher safe toys at the end of each week to clean and sanitize.
- Returning the toys promptly to the preschool
- Shared between 3 to 4 volunteers

### **Scrapbook Person**

**Key Function:** *Assemble a mini scrapbook for each 4 year old child for the end of the school year.*

**Time Commitment:** *approximately 15 hours per year depending on person*

- Works with teachers to gather information regarding the various events and fieldtrips and names of children in the 4 year-old program
- Collects photographs from the class photographer throughout the year
- Mini scrapbooks are supplied by the preschool
- Specific to the 4 year old program

### **Class Photographer**

**Key Function:** *To take pictures at special events and fieldtrip days throughout the year.*

**Time Commitment:** *Approx 10 volunteer days/per year*

- Volunteer in the classroom during special events and field trip days
- Responsible for printing the photographs, labeling the back with event/fieldtrip information
- Distributing the photographs to the Scrapbook Person throughout the year.
- Specific to the 4 year old program