



# PARENT JOBS GUIDE 2019-20

Welcome!

Attached is the school JOBS Guide and JOBS Preference Survey, which will help both you and us select and assign JOBS that best fit your family. As you know, Kinhaven School is a parent-governed organization and as part of our member obligation, each family is required to:

1. Select and perform a JOB (or JOBS),
2. Participate in a fundraising event (selected with your membership agreement), and
3. Attend a clean-up and maintenance day.

The JOBS Kinhaven families perform range from participating as a member of the Board of Directors to organizing events or washing smocks at your home. This JOBS guide is a tool to assist you in allocating your time and energy as a member of our school as best fits your family. The guide lists all JOBS at Kinhaven along with a brief description of the JOB, the time commitment needed, whether the JOB is on-site or can be done at home, etc. You will find that there is no single path to fulfilling your member obligation.

Please read carefully and complete the attached "JOBS Preference Survey" form via this [link](#) or in hard copy and return to the Kinhaven Office no later than **May 10, 2019**.

We hope that this guide helps you to understand your responsibilities and choose the areas in which you would like to get involved. With your help, we can continue to make Kinhaven a wonderful place for our children.

Have a great year!

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# Parent JOBS at Kinhaven

At Kinhaven School, each family is required to have a JOBS responsibility. There are a variety of duties, large and small, from which to select.

## How to select JOBS preferences?

Review the *Parent JOBS Guide* and complete and return the *JOBS Preference Survey* [electronically](#) or in hard copy by **May 10, 2019**. List your preferences, time availability, and objectives, providing as much detail as possible to allow the JOBS Committee to make the best JOBS match for your family and the school. The JOBS Committee, with support from the Executive Director, will carefully review the forms and match each family with a role in the school for 2019-20. If you have already graciously volunteered for a task, please still complete the preference survey form, indicating what you have volunteered for.

Each member family commits to filling a role in the school as:

**A – School-wide Leaders**, with a yearlong commitment; OR

**B – Event Leaders**, with a seasonal or specific commitment, plus one job under *Tasks and Committees*; AND/OR

**C – Tasks and Committee members**, performing multiple specific tasks with limited responsibility, under the guidance of School-wide or Event Leaders. Families may buy-out of one C level job.

Families participating at B and C levels will be assigned either 1 “B” level and 1 “C” level job or 4 “C” level jobs. Each family can expect a total of approximately twenty-four hours of JOBS assignments **in addition** to Fundraising and Clean-up commitments. Time commitments at the A level vary more widely.

All families will prepare the produce component of snack for their child’s class on a rotating basis and provide school supplies as requested. These commitments are part of our Member Agreement and the practicalities will be addressed at the start of the school year.

## How are we matched to our JOBS?

Families will be matched to JOBS based on what they have self-selected in the *JOBS Preference Survey*, weekly/seasonal time constraints, successful involvement with a JOB in a prior school year, and family school work history as well as the ultimate needs of the school community. In some instances, a member of the JOBS Committee may contact you individually to discuss a match. If you are contacted, please respond promptly so the matching process can continue without delay.

The JOBS Committee may term limit certain “lighter” tasks so that a family may hold that position a limited number of times during their tenure at the school. These jobs are intended for those with extenuating family circumstances (expecting new baby, parent overseas, etc.) in a school year.

Many JOBS may be performed by a parent, grandparent, or other caregiver.

Preference will be assigned to those individuals who complete and return their form (electronic or hard copy) by **May 10, 2019**. After this date, the JOBS Committee will endeavor to make the best possible match for your family and the school from the remaining jobs.

## What kind of JOBS are there?

JOBS at Kinhaven fall within the following service areas:

- Administrative Services
- Building and Grounds
- Fundraising
- Membership
- Search and Strategy
- Board of Directors (elected)
- Finance
- Hospitality
- Personnel

Each JOB listed below includes a brief description of the JOB. Also listed is a commitment description. This description indicates time commitment required (hours, seasonal, day/evening), on-site or remote, and whether the JOB is independent (do on your own), with a team or if it has the potential to be done with another family to make it a more social experience.

Some JOBS list day and/or evening, remote and/or onsite which indicates families are able to do the JOB on site or remotely or during the day or evening, so they have a choice to fulfill the JOB in a way that best fits their family

## JOB STORIES

*Meet the Singh Family.* They are all about the about using Scrip to help Kinhaven families earn rebates for the school. In the “A” level Scrip Chair role, they coordinate an onsite sales presence and ensure Kinhaven families are educated on how to easily use Scrip for everyday purchases to support the school and meet their fundraising commitment.

*Say, “Hello” to the Miltons.* Both Miltons work outside the home and have opted for “B” level involvement. She is the Fall Clean-up Coordinator. A date on the calendar and discrete tasks are just what the Millers need to organize their Kinhaven efforts, and meeting one third of the families at Clean-up Day is a bonus for this parent who does not do drop-off each day. To take care of their single remaining JOB, they will write occasional assignments for the school’s electronic newsletter, The Nutshell—a JOB that can be done on one’s own time, yet still keeps this working family connected to the school.

*Join us in welcoming the Jackson family to Kinhaven.* It is their first year and they want to see how this whole thing works! As a “C” level family working on a variety of Tasks and Committees, the Jacksons will: share graphic design skills to get the Annual Report out on time, coordinate the School’s holiday outreach, and assist the office in with networking and computer issues as needed.

## **Administrative Services**

Includes tasks such as working on projects for committees or providing office support. Responsibilities may include web site maintenance, assisting with mailings, or purchasing.

### **Detail Devil- B level**

Lend administrative support to the office during school hours in 2 hour increments on a bi-monthly basis. Duties may include records review and compliance, payment processing, and similar detail-oriented tasks.

*Commitment: Periodic; day-time; scheduled in advance.*

### **Graphic Wizard- B/C level**

Share your graphic design/layout skills to help our school put its best foot forward. Support publication of our Annual Report, and event marketing and invites.

*Commitment: Seasonal; fall and winter; remote and/or on-site, day or evening, independent --in collaboration with Director and Committee Chair(s)*

### **JOBS Czar – A level**

The JOBS Czar (aka Chair) will shepherd Kinhaven members through the JOBS process from selection and assignment through completion and reporting. The JOBS Czar serves on the Board of Directors in an at-large capacity. The JOBS Czar will interface with families and Committee Chairs to gather feedback and disseminate information to improve the JOBS experience for families, contact new families in the fall to ensure they feel integrated and comfortable with the JOBS system, develop refinements to the JOBS guide and structure for subsequent school years, as needed.

*Commitment: Yearlong; monthly report to the Board, remote and/or on-site, day or evening, independent but opportunities to involve JOBS committee and other families as desired.*

### **Listserve Moderator – B level**

Kinhaven relies on e-mail to communicate with families through two school-wide listservs. Maintain current e-mail addresses, administer list to approve or send out announcements.

*Commitment: Yearlong with brief period of intensity in late summer plus daily review of messages throughout the year, remote, day or evening, independent*

### **Lunch Label Maker – C level**

Print and collate monthly lunch labels on your home computer using materials and instructions provided.

*Commitment: Yearlong (done 3x/year Sept-Dec, Jan-April; May- August), remote, day/weekend/evening, independent*

### **Nutshell Editor(s) – B level**

The Nutshell is Kinhaven's newsletter. Two Editors are needed to organize the schedule, solicit articles, and edit the newsletter.

*Commitment: Semester long, remote, day or evening, independent with potential for working with other families*

### **Nutshell Staff – C level**

Writers needed for Kinhaven's weekly electronic newsletter. Individuals work on 6 issues during the year.

*Commitment: Yearlong (articles assigned throughout the year), remote (electronic from home), day or evening, independent but may involve interviewing other Kinhaven families*

### **Web Guru – B level**

Kinhaven needs tech-savvy parents to help provide direction for systems integration and support.

*Commitment: On or offsite depending on the issue, day or evening depending on the issue, on an as-needed basis, independent*

## Board of Directors (Elected Positions)

Each spring current Kinhaven members elect the Board of Directors (Board), which consists of the Executive Committee (President, Vice President, Secretary, Treasurer, and Director at Large), and a minimum of five Parent Representatives (but not to exceed nine) from the current membership. An Alumni serves as a non-voting advisory Board member. The Board election held in May for the term that runs June 2019 – May 2020 occurs outside of the JOBS matching process, though expressions of interest in serving on the Board of Directors may be offered via the JOBS Preference form. Mid-year vacancies may be filled by action of the Board and/or by the General Membership at the January Annual Membership Meeting.

All members of the Board are required to attend monthly Board Meetings held the third Wednesday of each month, unless otherwise scheduled. Board members may not miss more than three Board meetings to fulfill this JOBS responsibility. The Spring elected Board of Directors term runs June through the following May; while any mid-year elected position commences immediately and runs through May.

### Parent Representatives - A level

Parent Representatives are elected to serve on the Board as the voice and information liaison for the General Membership. They attend monthly Board meetings and are expected to promptly report Board news and activities to member families following each Board meeting. In addition, Parent Representatives will solicit input from member families as directed, report to the Board on issues of relevance or concern to members and provide a written report to the Board prior to each Board meeting. Each Parent Representative is also responsible for liaising with a Standing Committee to provide direction, oversight, and communication to/from the Board of Directors. The assignment of Parent Representatives to committees will occur based on preference and need.

*Commitment: Yearlong (reporting, attendance, and active participation in monthly meetings), remote and on-site, evening*

The Executive Committee oversees Kinhaven operations and interprets Board policies as they relate to administration of the school. Officers conduct activities within their purview and attend and actively participate in the monthly Board of Directors meetings, which typically occur in the evenings. **Members of the Executive Committee attend one additional meeting per month.**

### President – A level

Works closely with the Executive Director and Vice President to ensure the smooth functioning of the school. The President sets the agendas and facilitates the monthly Board and Executive Committee meetings and coordinates activities among committees. Additionally, the President meets weekly with the Executive Director and monthly with the Executive Committee. The President will represent the Board at Back to School Night and the January General Membership meeting, oversee the implementation of the Strategic Plan, and offer support to other committees as needed.

*Commitment: Weekly throughout the school year, on-site and remote, day and evening*

### Vice President – A level

Works with the President and Executive Director to improve school governance and operations. Main tasks are liaising with the Board Representatives on an ongoing basis to bring member concerns to the Executive Committee and/or the board for discussions where appropriate; and, coordinating leadership nominations and Board elections in the spring. The Vice President may chair another governance committee as appropriate

*Commitment: Yearlong (reporting, attendance, and active participation in twice monthly meetings), remote and on-site, evening*

### Secretary – A level

Keeps complete and accurate records of Kinhaven School Board proceedings and contributes to discussion and efforts of the Executive Committee. The Secretary tracks attendance at Board meetings, reports minutes to the school membership, files approved minutes, and sends out meeting notifications in advance of Board meetings. The Secretary may liaise with the Executive Director and President to facilitate communication and scheduling (i.e. SignUpGenius “type” tasks) of members to fulfill various needs within the school.

*Commitment: Yearlong (reporting, attendance, and active participation in twice monthly meetings), remote and on-site, evening*

**Treasurer – A level**

Provides oversight of Kinhaven's fiscal management and is a (Co)-Chair of the Finance Committee, which is responsible for the budgeting and visioning processes. Reports the state of the organization's finances to the Board monthly. Participates in the creation of the proposed school plan and budget for approval at the January General Membership meeting.

*Commitment: Yearlong (reporting, attendance, and active participation in twice monthly meetings), remote and on-site, evening*

**Director-at-Large – A level**

Oversees personnel from the interest of the Board of Directors and represents personnel to the Board; meets with the Executive Director as needed. Chairs Personnel Committee and is the contact for questions related to hiring, training, staff performance. The Director at Large may also serve as a liaison with a specific committee to facilitate communication to/from the Board of Directors.

*Commitment: Yearlong (reporting, attendance, and active participation in twice monthly meetings), remote and on-site, evening*

**Alumni Representative – Level N/A**

Former Kinhaven Members may be nominated to serve on the Board of Directors as an Alumni Representative. While not required, prior Executive Committee experience within the past three years is preferred. The Alumni is elected to serve on the Board in an advisory capacity only. The individual does not have voting rights. The Alumni provides continuity in governance, institutional knowledge, and Alumni outreach. They attend monthly Board meetings, regularly communicate with Alumni, and provide a written report to the Board prior to each Board meeting.

*Commitment: Yearlong (reporting, attendance, and active participation in monthly meetings), on-site and remote, evening*

## Building and Grounds

Contributes to the physical plant of the school including, but not limited to general building and playground maintenance, coordination of school-wide Clean-up and Maintenance Days, and monitoring the parking lot.

### **Clean-up and Maintenance Day Coordinators – B level (3 needed)**

A coordinator leads one of the three (fall, winter, and spring) school-wide Clean-up Days. The Coordinator will confirm that the day is well advertised and that the necessary supplies are on-hand. The Coordinator will direct activities of other participants.

*Commitment: Seasonal (fall, winter or spring), approximately 3 hours remote work organizing member participation prior to the Clean-up Day, plus five hours on-site the day itself, independent and team oriented*

### **Handy-Guys and Gals – C level**

There are many “odd jobs” to do around the school. Individuals are needed to help with minor repairs, painting walls and furniture, hanging shelving; etc.

*Commitment: Late August, Early September (total of 4-5 hours on an as-needed basis), on-site, day or evening, independent or with another family as dictated by odd job*

### **Kinhaven Emergency Response Team (KERT) – C level**

Live or work close by? Join KERT to support the staff and children in case of emergency evacuation. Training for team of four interested parents is held in the fall.

*Commitment: Yearlong (1 hour fall training session with actual KERT activities will be done on an as needed basis), on-site, day, independent, ideal for family that lives or works near the school*

### **Smock and Classroom Fabric Cleaning – C level**

Families needed to pick up one load of laundry on at the end of the assigned weeks and return it after the weekend.

*Commitment: Yearlong (each family assigned certain weeks), remote, weekend (pick up Friday and return Monday morning), independent*

## JOB STORIES

*Meet the Jones Family.* They are definitely “Type A,” a *School-wide Leader*, with a yearlong commitment as the Parent Representative to the Board. Fiscal management is her issue.

*Introducing the Cho family.* Both Chos work outside the home and have opted for “B” level involvement. He is an Event Leader, heading up the fall Family Festival early in the year ahead of tax season. To take care of their single remaining “C” level JOB, their child care provider will tote home a load of dirty paint smocks each Friday in December. What is easier than tossing in a load of laundry over the weekend?

*Join us in welcoming the Smith family to Kinhaven.* It is their first year and they want to get to know the place so choose to spread their efforts around as a “C” level family working on a variety of Tasks and Committees: a morning outdoors at the 5K race- absolutely! Pitch in at International Night, got it covered. Print lunch labels- can do!

## Finance

Includes budgeting, fiscal management, and revenue streams. Quarterly meetings are held to assess, research, and advise on financial matters. Review of Kinhaven's tax return also falls under the Finance Committee.

### **Finance Chair – B level**

As a Co-Chair shared with the Treasurer, The Finance Chair works closely with the Treasurer, Executive Director, and Finance Committee to lend short and long-term financial management advice to the Board. Manage and provide guidance, support, and direction to coordinators and others assigned under the finance umbrella. The Chair convenes quarterly meetings to report, research, and strategize on the progress of the school's financial plan.

*Commitment: Seasonal (brief period of intensity in mid-fall and mid-spring), on-site and remote, day or evening, team*

### **Finance Committee Members – B/C level**

Responsibilities may include researching and developing policies to promote the school's long-term financial health. The Finance Committee reviews the organization's tax return.

*Commitment: Quarterly (participate in quarterly Finance Committee meetings), on-site or remote, day or evening, team*

### **What are Examples of JOBS for Parents Who Work Outside the Home?**

Nutshell Editor and Staff; Lunch Label Maker; International Night Coordinator; Family Auction Donation Manager; Finance Chair; Spring Fling Coordinator or Crew; 5K Race Event Logistician; Grocery and Loyalty Rewards Manager; Listserve Moderator; -- Just to name a few!

# Fundraising

Fundraising is very important at Kinhaven. Fundraising dollars are used to close the gap between your child's annual tuition and the actual cost of the Kinhaven experience. ***In addition to their JOBS, each family is required to commit to one of the following:***

- € ***a No Frills Fundraising direct contribution of \$450 (installments available);***
- € ***the use of Scrip to earn \$250 or more in rebates for Kinhaven; or***
- € ***three productive hours to a fundraising event (auction or scrip), which includes sales or solicitation of at least one hour. Each donation procured is credited as ½ hour.***

Families chose their preference for one of the three fundraising efforts through the signed *Member Agreement*.

## Fundraising JOBS

In addition to each family's fundraising commitment, some families choose to complete JOBS within the Fundraising service area. Responsibilities could include planning, organizing, assisting with, or tracking fundraising activities.

## **Fundraising Leadership Roles Include:**

### **Auction Co-Chairs—A Level**

Collaborate on the planning and execution of Kinhaven's Auction featuring family and community donations. Includes logistics and volunteer management, and directing the solicitation of sponsorships and other donations to support the auction and associated events. Oversees all aspects of event planning process, performs various administrative tasks such as communications, data input to Auction software, and securing all appropriate bidding documents. Ensures post-event reporting and follow-up is completed in a timely manner. A strong template and timeline is in place from previous years.

*Commitment: July - February (primary organization and electronic tasks in the summer, and more visible responsibilities November - February), on-site and remote, day and evening, independent and team*

### **Family and Class Donations Chair, Auction – Level B**

Responsible for soliciting Kinhaven family, alumni, and teachers for donations, organization, catalog descriptions, and associated day-of table set up. Provides guidance to room parents and teachers as needed to insure class donations are done on time. Also includes any follow up with families (both donors and bidders) necessary after the event.

*Commitment: Seasonal (organizational tasks in summer and visible and event responsibilities in November - February), remote, day or evening, independent with a team*

### **Social Chair, Auction – Level B**

Plans all aspects related to the social event including securing food donations and setup, drink options, venue communication, music, large scale venue décor, setting up day-of agenda/timeline, and assisting with day-of setup. The Social Chair and Event Manager will work together on some aspects.

*Commitment: Seasonal (organizational tasks in summer and visible and event responsibilities in November - February), remote, day or evening, independent with a team*

### **Event Manager, Auction – Level B**

Responsible for putting together promotional materials (flyers, emails) close to event, electronic invitation/drink ticket implementation, table décor/signage, managing microphone duties/MC/Live Auctioneer and assisting with day-of setup. The Social Chair and Event Manager will work together on some aspects.

*Commitment: Seasonal (organizational tasks in summer and visible and event responsibilities in November - February) remote, day or evening, independent with a team*

### **Auction Day Team, Auction – Level C**

Team members who can be flexible and assist with a variety of needs to the above chairs (e.g. picking up donations, follow up phone calls to businesses, making copies, etc.) through the planning process as well as providing assistance with event day administrative needs (greeters, check in/out, running bid sheets). *Commitment: Seasonal (September - November), remote, day or evening, plus team involvement on event day*

**Dining for Dollars Coordinator and Team – B and C level**

Host a “dinner party” for eighty of your closest friends as you collaborate with local restaurateur(s) to share a portion of their day’s proceeds with our school while driving scores of Kinhaven diners to their establishment. Organize one dinner in the fall and one in the spring.

*Commitment: Seasonal, remote, day or evening, independent or with another family*

**Grocery Store and Rewards Manager – B level**

Local and national merchants have programs that provide financial support to Kinhaven via customer cards linked to our school or dedicated links for Kinhaven supporters. Harris Teeter, Amazon, iGive, and Silver Diner are current rewards participants. Assist parents with enrolling their applicable grocery customer cards and promote use of dedicated links.

*Commitment: Yearlong (on-site promotion at September’s Back to School events and an electronic or on-site mid-year recruitment effort for new arrivals), on-site and remote, day and evening, independent or with team*

**Scrip Coordinator – A level**

Be face of the Scrip program, an easy and essential fundraiser that provides our school with a percentage of sales from various companies via pre-paid gift cards. Introduce the ease and benefits of shopping with Scrip at various beginning of school year events, and then organize member scrip sellers to assure a physical Scrip presence is maintained at the school throughout the year. Assist “\$250 Club” members with education to meet their goal.

*Commitment: Yearlong (heavier at start of school and prior to the holidays), on-site and remote, day and evening, independent and with a team*

# Hospitality

Responsible for fostering a sense of community among members through events such as 5K and Family Festival, International Potluck, and Spring Fling. Activities include coordination of outreach to families in times of need, such as the birth of a child, and organizing teacher appreciation efforts.

**5K Race and Family Festival Co-Chairs – A level** Lead the planning and execution of Kinhaven's Annual 5K race and family fun day. Includes logistics and volunteer management and directing the solicitation of sponsorships and other donations to support the race. A strong template is in place from previous years.

*Commitment: May - November (primary organization tasks in the prior year spring, summer, and more visible responsibilities September – October), on-site and remote, day and evening, independent and team.*

## **Logo & Media Coordinator, 5K Race- B Level**

Manage logos and graphics; update website and social media to acknowledge donors and provide updates; design race shirt

*Commitment: Seasonal (organizational tasks in summer and visible and event responsibilities in September and October), remote, day or evening, independent with a team*

## **Event Logistician, 5K Race- B Level**

Organize race day events in cooperation with other 5K leaders; manage personnel and materials for packet pickup; start/finish activities; water stops; and course marking and marshals for event held October 20, 2019.

*Commitment: Seasonal (organizational tasks in summer and visible and event responsibilities in September and October), remote, day or evening, independent with a team*

## **Family Festival Coordinator- B Level**

Organize family festival activities to complement race day events in cooperation with other 5K leaders (games, face painting, bouncy house, etc). This is a fun way to get to know the other children and families in the school at the beginning of the year. The coordinator will work with others to help advertise and organize this event held October 20, 2019

*Commitment: Late summer-early Fall, activities can be done offsite via email or telephone (day or evening) and then onsite the day of the festival (late Sept or early Oct weekend), evening or day for coordination and on-site day of, team*

## **5K/Family Festival Day Team, – Level C**

Team members present on event day (October 20, 2019) to assist with a variety of needs to the above chairs including, but not limited to set-up/break down, registration table, games/activities monitor, course marshal, and more). *Commitment: Seasonal (September - October), remote, day or evening, plus team involvement on event day, October 20, 2019*

## **Book Club Coordinator - B level**

Organize two Book Club gatherings where parents can share their thoughts and ideas after reading a parenting-themed selected book. This is a great way to get to know other families in the school, learn and share parenting tips, and enjoy an evening chatting over snacks.

*Commitment: Late Fall and Early Spring, coordination can be done offsite via email or telephone (day or evening) and then onsite or at a Kinhaven family's home for the gatherings.*

## **Holiday Gift Outreach Coordinator – C level**

Each year Kinhaven participates in a holiday/community service program. The school develops a relationship with a community organization and raises funds or items for donation. Liaise with the organization and coordinate Kinhaven's efforts.

*Commitment: Holiday season with some set up in the fall, on-site for event but coordination/scheduling done remotely, day and/or evening, team*

## **International Night Potluck – C level**

Organize and advertise this fun family winter evening; coordinate with teaching staff for classroom contributions. Help from the Hospitality Committee Members can be expected in addition to other families who pitch in on the day of the event.

*Commitment: Winter (primarily week or 2 before event), offsite via email but onsite for event (usually February), evening, team*

**Spring Fling Co-Chairs and Crew – B and C level**

Help organize this fantastic Kinhaven end of the year picnic and fun fair that takes place in mid-May. Co-chairs and helpers are needed to secure a location, solicit food donations, arrange for entertainment, sell tickets and provide assistance on the day of the event.

*Commitment: Spring, activities can be done offsite via email or telephone (day or evening) and then onsite the day of the festival (May weekend), day and evening, team*

**Teacher Appreciation – C level**

Coordinate efforts with the Spirit Week Crew as a part of National Teacher Appreciation Week to plan a breakfast or lunch for the staff, and act as resource to Room Parents who are conducting classroom level activities.

*Commitment: First week in May, remote but onsite opportunities for event, day and evening, team*

# Membership

Maintains the school waitlist and maximizes enrollment. Essential functions include tours for prospective families, registration, development of the annual school plan, orientation of new members, Board elections, and the annual member survey.

## **Membership Committee – B/C level**

Committee Members participate in the internal registration process and provide support to any of the Activities or Events in the service area.

*Commitment: Yearlong, remote, evening and/or day, team*

## **Room Parent – A level**

Room Parents interact with teachers and are the primary facilitators of family classroom involvement. Communication and organization of celebrations, field trips, and family gatherings are essential functions of the room parent. Room parents nurture community among the class families through class play dates both before and during the school year, coordinate adult only activities, coordinate meal deliveries and other help for class members welcoming new siblings or other family changes, and gifts for teachers. After periodic interface with classroom staff, communiqués may be distributed via email.

*Commitment: Yearlong, onsite for any classroom activities and remote to coordinate anything with other families, set up play dates or parent only events, day and/or evening, independent but many activities are social*

## **Tour Guides – B level**

Share your Kinhaven experience with prospective families. Tour Guides must be available 1.5 hours for 10am tours (one hour) of the school. Training is provided and “cheat sheets” are available.

*Commitment: Yearlong (fall training, 5-6 tours throughout the year), onsite, day, independent*

## **Waitlist Coordinator –B level**

Working online from home/work, one parent is needed enter waitlist applications into a spreadsheet as they are received. Coordinator will send confirmation e-mails to each new applicant family and maintain the accuracy and integrity of the list throughout the year. The Kinhaven Office will work closely with the Coordinator and will give provide assistance and training.

*Commitment: Yearlong with a peak of activity late January through late February, remote, day and/or evening, independent*

# Personnel

Works in cooperation with the Executive Director to staff the school and to promote longevity among well-qualified teachers. Tasks may include policy development, conducting interviews and background checks, and assuring regulatory compliance.

## **Personnel Chair – A level**

See description under Board of Directors.

## **Personnel Committee Members – B and C level**

Committee Members may research and develop policies to promote retention, review candidate resumes and qualifications, and provide support to the Director to assure regulatory compliance.

*Commitment: A peak of activity during the spring and summer hiring season, participating in day-time candidate interviews and reference checks. Off-site and/or email activity following “hiring season.”*

# Search and Strategy

Established by the Board to prepare for potential future school expansion to serve children in the 0- 30 months age range and their siblings. Research, networking, and communications are ongoing tasks. Individuals with experience in commercial real estate and funding have specific skills to share with Search and Transition.

## **Search Co-Chair – A level**

Leads Kinhaven’s effort to seek and examine expansion locations to serve a wider age range. Manage and provide guidance, support, and direction to coordinators and others assigned under the Search umbrella. The Chair will work closely with the Executive Director and Board.

*Commitment: Yearlong (monthly report to the Board), onsite and/or remote, day and/or evening, team*

## **Search Committee Member – B level**

Supports Kinhaven’s long-term efforts by participating in research activities and community networks/outreach on the school’s behalf, including local Business Improvement Districts, Chamber(s) of Commerce, etc.

*Commitment: Yearlong, remote, day and/or evening, team*

## **Strategy Committee Chair – A level**

Manages implementation of the existing Strategic Plan, liaising with the Board of Directors and school administration. Chairs the committee drafting the updated Strategic Plan to be presented to the Board of Directors by May 2020.

*Commitment: Yearlong (monthly report to the Board), onsite and/or remote, day and/or evening, team*

## **Strategy Committee Member – B level**

Supports the development of an updated Strategic Plan. Evening meetings may be joined in person or remotely; with discreet tasks between meetings. Experience in non-profits, marketing, and communications valued.

*Commitment: Seasonal, winter and early spring, evening, team*