PARENT JOBS GUIDE 2026-27

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), where job points = 4 in total.
2. Participate in fundraising as selected with your membership agreement, and
3. Participate in one seasonal clean-up and maintenance day.

The JOBS that 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 respond via the linked JOBS Preference form no later than **August 24.**

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!

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* by **August 24** 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 Director, will carefully review the forms and match each family with a role in the school for 2026-27. 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/roles in the school that add up to 4 total job points:

A (4 points) – School-wide Leaders, with a yearlong commitment

B (3 points) – Event Leaders, with a seasonal or specific commitment

C (1 point) – 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) 1 “B” level and 1 “C” level job or
2) 4 “C” level jobs.

Each family can expect a total of approximately twenty 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 by August 18, 2026. After this date, the JOBS Committee will endeavor to make the best possible match for your family and the school from the remaining jobs.

******Do not forget that in addition to your JOBs role each family is required to one of the following Fundraising commitments:***

- ***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, 5K, or Scrip), which includes sales or solicitation of at least one hour. Each donation procured is credited as ½ hour.***

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

THE IMPORTANCE OF KINHAVEN'S MAIN FUNDRAISING EVENTS:
The Kinhaven 5K & Family Festival and Auction Night are Kinhaven's two main fundraising events and play a vital role in supporting the school's mission, strengthening our community, and ensuring the long-term success of our programs. Tuition alone does not cover the full cost of providing the exceptional early childhood education and enriching experiences that define Kinhaven. Funds raised through these events help bridge that gap by supporting classroom resources, teacher development, ongoing improvements, and other priorities that directly benefit our children. Learn a little more about these events below.

KINHAVEN 5K & FAMILY FESTIVAL

The Kinhaven 5K & Family Festival is one of the school's largest annual community-building and fundraising events. Held each fall, the event welcomes current families, alumni, neighbors, local businesses, and community supporters for a morning of fitness, fun, and connection.

The event includes:

- An organized 5K race
- Children's fun run
- Children's games and activities
- Food and refreshments
- Community sponsor participation
- Volunteer opportunities for all ages
- Opportunities to showcase and celebrate the Kinhaven community

JOBs include:

- 5K Race and Family Festival Co-Chairs (A Level – 4pt)
- Logo & Media Coordinator (B Level – 3pt)
- Event Logistician (B Level – 3pt)
- Family Festival Coordinator (B Level – 3pt)
- 5K Race and Family Festival Day Team (C Level – 1pt)

Funds raised through sponsorships, registrations, and donations support Kinhaven.

The event serves as both a fundraiser and a welcoming kickoff to the school year, creating meaningful connections among new and returning families.

Kinhaven Auction Night

Auction Night is Kinhaven's spring fundraising event and one of the school's most important annual fundraising efforts.

The evening brings together current families, alumni, grandparents, staff, and community supporters for a fun and engaging social event centered around supporting the school.

The event typically includes:

- Silent auctions
- Family and classroom-created donations
- Experiences and services donated by local businesses
- Sponsorship opportunities
- Food, beverages, and entertainment
- Volunteer opportunities before, during, and after the event

JOBs include:

- Auction Co-Chairs (A Level – 4pt)
- Family & Class Donation Chairs (B Level – 3pt)
- Social Chair (B Level – 3pt)
- Event Manager (B Level – 3pt)
- Auction Day Team (C Level – 1pt)

Auction Night relies heavily on family participation through procurement, sponsorship outreach, event support, and attendance. Funds raised directly support school operations, educational programming, facility improvements, teacher support, and financial sustainability.

Beyond fundraising, Auction Night strengthens community connections and celebrates the collective effort that makes Kinhaven a unique parent-governed school.

This event is supported by a strong planning timeline and detailed documentation from previous years, making it an excellent leadership opportunity for families who enjoy event planning, fundraising, communications, and community engagement

JOB DESCRIPTIONS BY SERVICE

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.

Graphic Wizard – B/C level (3pt/1pt)
Share your graphic design/layout skills to help our school put its best foot forward. Support publication of our Annual Report, 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).

Web Guru – B level (3pt)
Kinhaven needs tech-savvy parents to help provide direction for systems integration and support.
Commitment: On- or off-site depending on the issue, day or evening depending on the issue, on an as-needed basis, independent.

Volunteer Coordinator- B Level (3pt)
Organizes communication with volunteers for all school events, ensuring volunteers and event leads have clear instructions and access to past planning materials.
Commitment: Off-site, full year

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) (3pt)
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 (1pt)
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. Share your skills.

Kinhaven Emergency Response Team (KERT) – C level (1pt)
Live or work close by? Join KERT to support the staff and children in case of emergency evacuation. Training for a team of four interested parents is held in the fall.
Commitment: Yearlong (1 hour fall training session, with actual KERT activities to be done on an as-needed basis), on-site, day, independent, ideal for family that lives or works near the school.

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 (3pt)
As a Co-Chair 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 periods of intensity in mid-fall and mid-spring), on-site and remote, day or evening, team.

Finance Committee Members – B/C level (3pt/1pt)
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 usually in Nov, Dec and Tax Season), on-site or remote, day or evening, team.

Fundraising

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.

Auction Co-Chairs – A Level (4pt)
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. Oversee all aspects of event planning process, perform various administrative tasks such as communications, data input to Auction software, and securing all appropriate bidding documents. Ensure post-event reporting and follow-up is completed in a timely manner. A strong template and timeline are in place from previous years.
Commitment: October -March (primary organization and electronic tasks in the fall, and more visible responsibilities in the winter), on-site and remote, day and evening, independent and team.

Family and Class Donations Chair, Auction – Level B (3pt)
Responsible for soliciting Kinhaven family, alumni, and teachers for donations, organization, catalog descriptions, and associated day-of table set up. Provide guidance to room parents and teachers as needed to ensure 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 late-fall and visible and event responsibilities January - March), remote, day or evening, independent with a team.

Social Chair, Auction – Level B (3pt)
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 late-fall and visible and event responsibilities January - March), remote, day or evening, independent with a team.

Event Manager, Auction – Level B (3pt)
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 late-fall and visible and event responsibilities January - March), remote, day or evening, independent with a team.

Auction Day Team, Auction – Level C (1pt)
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 (February/March), remote, day or evening, plus team involvement on event day.

5K Race and Family Festival Co-Chairs – A level (4pt)
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: Summer – 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 (3pt)
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 (3pt)
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 to be held October 2026.
Commitment: Seasonal (remote organizational tasks in summer (day or evening), plus visible, on-site event responsibilities on race day), independent with a team.

Family Festival Coordinator – B Level (3pt)
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 2026.
Commitment: *Late summer – early fall, activities and coordination can be done off-site via email or telephone (day or evening) and then on-site the day of the festival team.*

5K/Family Festival Day Team – Level C (1pt)
Team members present on event day (October 16, 2023) 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.
Commitment: On-site team involvement on event day, October 2026.

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.

Community Outreach/Social Chair Coordinator and Crew– B/C level (3pt/1pt)
Each year Kinhaven participates in holiday/community service programs. 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.

Family Culture Night Potluck – C level (1pt)
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), off-site via email but on-site for event (usually February), evening, team.

Spring Fling/Spirit Week Co-Chairs and Crew – B and C level (3pt/1pt)
Help organize this fantastic Kinhaven end of the year picnic and fun fair that takes place in early-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. Same co-chairs will help with the end of year Spirit Week deciding upon the week's theme and school activities.
Commitment: Spring, activities can be done off-site via email or telephone (day or evening) and then on-site the day of the festival (May weekend), team.

Teacher Appreciation – C level (1pt)
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 a resource to Room Parents who are conducting classroom level activities.
Commitment: *First week in May, remote but on-site 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.

Room Parent – A level (4pt)
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: , on-site for any classroom activities and remote to coordinate anything with other families, set up play dates or adult-only events, day and/or evening, independent but many activities are social.

Tour Guides – B/C level (3pt/1pt)
Share your Kinhaven experience with prospective families. Tour Guides must be available for 3-4 slots of 1.5 hours each for 9:30 am tours (one hour) of the school. Join staff at school fairs. Training is provided and "cheat sheets" are available.
Commitment: Yearlong (fall training, 5–6 tours throughout the year), on-site, day, independent.

Kinhaven Ambassadors- C level (1pt)
Provide a warm welcome and peer to peer advice to incoming families in the fall and as they enter through the year. Kinhaven Ambassadors will provide outreach prior to the new families arriving and provide tips for a successful transition.

JOBS GUIDANCE

Use our excel guide to quickly look at the types of jobs available for you to sign up for at Kinhaven.

JOBS BY LEVEL

A-Level Jobs (4 Points)

School-wide leadership positions with significant responsibility and yearlong commitments.

Examples:

- Auction Co-Chair
- 5K & Family Festival Co-Chair
- Scrip Coordinator
- Room Parent
- (Board) Parent Representative
- (Board) President
- (Board) Vice President
- (Board) Treasurer
- (Board) Secretary
- (Board) Director-at-Large

Ideal for:

- Returning families
- Families seeking leadership opportunities
- Families comfortable managing volunteers and projects

B-Level Jobs (3 Points)

Leadership roles focused on a committee, event, or major initiative.

Examples:

- Finance Chair
- Social Chair (Auction)
- Event Manager (Auction)
- Tour Guide
- Fall Kick-Off Coordinator
- Event Logistician (5K)

To be paired with one C-Level Job.

C-Level Jobs (1 Point)

Task-focused or committee support roles with flexible commitments.

Examples:

- Auction Day Team
- Teacher Appreciation
- Kinhaven Emergency Response Team (KERT)
- Handy Guys & Gals
- Family Culture Night
- Kinhaven Ambassador

Ideal for:

- New families
- Families with limited availability
- Families seeking smaller commitments

JOBS BY SEASON

Yearlong

- Room Parent
- Board Positions
- Kinhaven Ambassador

Fall (August-November)

- 5K Race & Family Festival
- Fall Kick-Off
- Tour Guides

Winter (December-February)

- Auction Planning
- Family Culture Night
- Community Outreach/Social Chair

Spring (March-May)

- Spring Fling
- Teacher Appreciation

Flexible / As Needed

- Web Guru
- Handy Guys & Gals
- KERT

- Graphic Wizard

ONSITE VS. OFFSITE JOBS

Primarily Onsite

Best for families who enjoy being physically present at school events.

Examples:

- Room Parent
- Tour Guide
- Clean-Up Day Coordinator
- Event-Day Teams
- KERT

Primarily Offsite

Best for families with busy schedules who prefer flexible volunteer opportunities.

Examples:

- Waitlist Coordinator
- Graphic Wizard
- Family Donations Chair
- Event Manager

Hybrid (Onsite + Offsite)

Examples:

- Auction Co-Chair
- 5K Co-Chair
- Finance Committee
- Community Outreach/Social Chair Coordinator

JOBS FOR NEW KINHAVEN FAMILIES

We encourage new families to choose roles that provide opportunities to learn about Kinhaven, meet other families, and become familiar with the school's traditions and culture.

Recommended First-Year Jobs:

Great Starter C-Level Jobs

- Teacher Appreciation
- Auction Day Team
- Family Culture Night
- Handy Guys & Gals
- KERT

Great Starter B-Level Jobs

- Tour Guide (after first year)
- Community Outreach Coordinator
- Family Festival Coordinator (part of 5K)
- Fall Kick-Off Coordinator

Best Experienced-Family Roles

The following roles are generally best suited for families who have participated in Kinhaven for at least one year:

- Room Parent
- Auction Co-Chair
- 5K Co-Chair
- Board/Executive Committee Positions

Board of Directors (Elected Positions for 26-27 school year)

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 Alum serves as a non-voting advisory Board member. The Board election held in May for the term that runs June 2026 – May 2027 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. Any mid-year elected position commences immediately and runs through May.

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.

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 Alum is elected to serve on the Board in an advisory capacity only. The individual does not have voting rights. The Alum provides continuity in governance, institutional knowledge, and Alumni outreach. The Alum attends monthly Board meetings, regularly communicates with Alumni, and provides 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.