



WRNS PARENT TEAM DESCRIPTIONS

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Please use this information and the **PARENT TEAMS LIST** to make a decision that best fits your needs as a volunteer.

OFFICERS

*All officers positions with * require at least 1 year at WRNS except where noted, and require attendance at monthly meetings.*

	JOB DESCRIPTION	SKILLS / REQUIREMENTS
Chairperson*	Coordinates WRNS board activities; runs monthly meetings. Coordinates volunteer teams and team assignments. Meets with school directors as needed. Provides direction and oversight on school policies.	Prior service on WRNS board preferable; working knowledge of school policies and procedures.
Registrar*	Creates and distributes enrollment contracts and responds to enrollment inquiries.	Working knowledge of school enrollment policies; facility with Google Sheets.
Secretary	Creates and maintains school policy and procedural documents as needed; keeps and distributes minutes. Officer of record for school bank accounts.	More than 1 year at WRNS OR previous experience as a board secretary; facility with Google Docs; strong writing/editing skills.
Financial Treasurer*	Provides oversight of school finances and accounts. Advises on budget questions. Helps to develop school financial strategy.	Understanding of budgeting/financial account oversight/non-profit finances.
Payroll Treasurer	Tracks and processes payroll for staff.	Working knowledge of payroll process; familiarity with Gusto platform a plus.

COORDINATORS

All coordinator positions require attendance at board meetings every other month.

*Roles marked with * require 1 year previous WRNS experience.*

	JOB DESCRIPTION	SKILLS/REQUIREMENTS
Bulletin Board	Updates bulletin board(s) regularly with WRNS artwork or seasonally appropriate materials.	Ability to store bulletin board supplies for the duration of term.
Calendars	Maintains and distributes school and snack calendars for hallway posting and newsletters. Posts break information outside of classrooms.	General computing skills in order to create and share calendars, maintain schedules.
New Family and Class Parent*	Maintains welcome information program for new families; coordinates class parents for each classroom and acts as a parent liaison to the staff and board.	More than 1 year at WRNS; familiarity with school procedures and rhythm of school life; outgoing & welcoming; willingness to answer questions; available by email.
Newsletter	Drafts, publishes, and distributes monthly newsletter with input from staff and parent teams.	Writing skills; clear communicator.

Scholastic Book Sales	Distributes monthly book club flyers; coordinates orders and distributes received orders.	
Social Work Day	Coordinates annual fall parent work day	Lots of availability during Aug. & Sept.
Website	Maintains the website, staff email accounts, etc.	Proficient with web design and school software. Familiarity with HTML and minor JavaScript preferred. Familiarity with git a major plus.

TEAM LEADERS AND TEAM MEMBERS

All team **leader** positions require the team leader to **attend every other month** board meetings.

Team **members do NOT need to attend** board meetings.

	JOB DESCRIPTION	SKILLS/REQUIREMENTS
Substitutes	Work in classrooms as substitute aides and monitor hallways when additional coverage is needed due to teacher illness or absence.	Availability during school hours is essential for these volunteers. Best for those with flexible morning schedules.
Cleaning	Cleans the classrooms on a monthly basis. Team leader sets the schedule, coordinates the team, and helps implement the fall social work day.	Availability 1x/month on weekday evenings and/or weekend days.
Fundraising	Organizes and executes a variety of fundraising events and initiatives throughout the year, including t-shirt sales, school photos, winter carnival, spring fling, and others. Team leaders set event schedules, coordinate team assignments, and work with the Operations Manager on fund collection, tracking, and reporting.	Strong organization, communication, coordination, and delegation skills.
Maintenance	Repairs toys and school equipment as requested by the staff.	Experience with basic repair skills; ability to transport furniture items as needed
Publicity	Plans and assigns team members to staff public open houses, attends local pre-school fairs, Brighton Farmers Market, and other events to promote the school, and identifies and implements other publicity opportunities to attract new families to WRNS. Team leaders coordinate activities, assign tasks, and report to the board on initiatives and needs.	Strong organization, communication, and delegation skills. Familiarity and comfort with running social media accounts.
Tours	Provide tours of the school for prospective families. Team leader responds to tour requests and coordinates tour dates with staff and other tour guides.	Availability during school hours is essential for this team. Team lead needs to be accessible and able to respond to emails within 24 hrs.
Other	If you have a skill that you feel would benefit WRNS, but does not align with one of the existing teams, please contact the operations manager at info@wintonroad.org to discuss an alternative.	