



Woodinville Toddler Group Job Description CLASS COORDINATOR

Summary: Class Coordinators, aka “CCs”, are an integral part of the WTG classroom. CCs serve as a liaison between parents, instructors, and WTG Board. CCs are welcoming to all class members, encourage parental involvement, and foster a positive cooperative experience for all. CCs send out a weekly email communication, organize optional social gatherings, as well as organize the snack and classroom preparation schedule each quarter.

Time Commitment: about 1-2 hours/week or 4-8 hours/month

Peak Busy Times:

- Mid-August through September: CCs make initial contact with class families and answer questions; prepare the class roster, prepare co-op responsibility chart, and assist with potluck.
- Just prior to start of new quarter: making, posting and sharing Parent Co-op Responsibilities Chart

Responsibilities Prior to Fall Quarter

- **Attend CC Training in mid-June or mid-August** and learn how to use Jovial to access your class roster and contact information.
- **Assist filling available openings in classes.** Fliers will be available to distribute. Help advertise class openings on social media sites.
- **Assist with Orientation**, held mid-September, just prior to the beginning of school. All families are required to attend this adult-only event held at the school. Email and text/call class members prior to the Orientation using available templates to welcome each member. Follow up with any families that didn't attend.
- **Develop (and maintain) Parent Co-op Responsibilities Chart*.** Make certain each parent is assigned a balanced share of responsibilities each quarter. **Wobbler families complete co-op responsibility prep jobs as a group rather than having three assigned prep parents.*
- **Participate in School Set Up** in late August/early September. Approx 3 hours, children welcome.

Weekly Responsibilities

- **Create and send a weekly email** with class announcements, reminders, and Parent Co-op Responsibility assignments. The instructors will provide information and in-class parenting education topics to share with your respective classes.
- **Assure that snack and prep parents are in class each week.** In the event a parent has not made any arrangements for absence, find a volunteer to trade responsibilities. Class Coordinators are NOT responsible for completing duties for absent class members.

Monthly and Quarterly Responsibilities

- **Attend Monthly Board Meetings.** CCs are active voting members of the Parent Board of Directors and are required to attend monthly Board Meetings. On a rotation each CC will take notes specifically for the CCs to share with their class.
- **Create Co-op Responsibilities Charts for Winter Quarter (in mid-November) and Spring Quarter (in early March),** taking into account families that may be joining/withdrawing from WTG, and any pre-planned absences.

As-needed Responsibilities

- **Coordinate volunteers for assigned Individual Class Responsibilities,** such as assisting with a special event, making play-dough, and doing a play-yard clean-up. Volunteers are sometimes needed for special committees developed by the Board of Directors. Details for each responsibility will be given to you – you just coordinate the volunteers!
- **Follow-up with parents who have missed two consecutive weeks of class without notification.**
- **When a family withdraws from the program** WTG aims to have the instructor or CC have a supportive conversation about the family's needs and if anything can be done to keep the family in the program. Work with the instructor as each case is unique.
- **Welcome new families as they add throughout the year** and follow a condensed version of all the steps followed prior to the start of the new year.
- **Work with the instructor** to identify any classroom situations that need attention and how to approach and/or to share ideas to promote class chemistry.
- **Coordinate optional class social gatherings/potlucks.** CCs are encouraged to schedule get-togethers outside of class, such as park days in the fall or events during the summer months. This task can also be organized by another class member!
- **Help prospective parent and child visitors feel welcome.** You might also send them a follow up email thanking them for visiting the class.
- **Inform parents of the password-protected WTG website** which has a large variety of resources and announcements, and share information regarding social media accounts.

End of the Year Responsibilities

- **Participate in the 'End-of-the-Year Picnic' Planning Committee.**
- **Assist Yearbook Coordinator** by collecting, organizing, and determining usability of photos submitted by parents.
- **Participate in School Put Away** in late May. Approx 3 hours, children welcome.

Physical Items Held at the Home

- N/A

To Show Our Appreciation: This position is not allowed to be compensated, as Board Members have voting rights and for insurance purposes must be volunteers. In order to recognize the hard work of all board members, WTG holds a Board Appreciation event at the end of the year. All families who attend WTG, including board members, are eligible to apply for a Fee Waiver, if needed.

Calendar of Responsibilities	
Month	To Do
May (Attend if Possible)	<ul style="list-style-type: none"> ● Attend Joint Board Meeting with Incoming & Outgoing Board
June (New Board On Duty 6/1)	<ul style="list-style-type: none"> ● Assist Marketing Coordinator to fill available openings in your class ● Attend CC Training (may be scheduled in June or August) ● Attend Board Meeting; take CC Notes when assigned duty
July	<ul style="list-style-type: none"> ● Assist Marketing Coordinator to fill available openings in your class ● No Board Meeting! ● Work on any assigned Summer Jobs ● Familiarize yourself with your CC email account, update signature line and change the recovery email to your personal email.
August	<ul style="list-style-type: none"> ● Attend CC Training (if not held in June) ● Assist Marketing Coordinator to fill available openings in your class ● Send Introductory Email/Text to classmates and contact each class member personally ● Assist with Orientation ● Follow up with anyone missing from Orientation ● Create Class Rosters ● Create Fall Parent Co-op Responsibilities schedule ● Attend Board Meeting; take CC Notes when assigned duty
September - May	<ul style="list-style-type: none"> ● Create and Send Weekly Emails ● Coordinate Volunteers for assigned class responsibilities, if applicable ● Assist Yearbook Coordinator by collecting, organizing, and determining usability of photos submitted by parents. ● Attend Board Meeting; take CC Notes when assigned duty
September	<ul style="list-style-type: none"> ● Participate in School Set Up
October	<ul style="list-style-type: none"> ● Regular Duties
November	<ul style="list-style-type: none"> ● Create Winter Parent Co-op Responsibilities schedule
December	<ul style="list-style-type: none"> ● No Board Meeting! ● Relax and enjoy the holiday season!
January	<ul style="list-style-type: none"> ● Regular Duties
February	<ul style="list-style-type: none"> ● Regular Duties
March	<ul style="list-style-type: none"> ● Create Spring Parent Co-op Responsibilities schedule
April	<ul style="list-style-type: none"> ● Assist Yearbook Coordinator with tasks as requested ● Recommend Changes to CC Job Description
May	<ul style="list-style-type: none"> ● Assist Event Coordinator with planning End of Year Picnic ● Participate in School Put Away ● After the last class, delete all emails & sensitive information, complete before the new CCs take over on June 1st.