



Woodinville Toddler Group Job Description YEARBOOK COORDINATOR

Summary: The Yearbook Coordinator is responsible for coordinating and creating the WTG yearbook, as well as for scheduling and coordinating school photos during Spring Quarter. S/he will enlist the help of volunteers and Class Coordinators to photo document the WTG program throughout the school year.

Estimated Time Commitment: ≈.5 hour/month during fall and winter; 5+ hours/month during spring

Peak Busy Time: Spring - coordinating School Photos and creating the Yearbook

Responsibilities

Photo Documentation

Maintain Photo Storage on Google Drive. Photos must remain in compliance with the WTG Parent Agreement and Photo Release Form. Class Coordinators know which parents have not granted permission for use of photos of their child, although it's a good idea to check in spring with families that opted out of photos, as some families change their mind.

Collect and Organize Photos Submitted by Parents. Throughout the year, remind Class Coordinators to ask their class to take and submit photos for the yearbook.

School Pictures

Be the point of contact with the school photographer. The last few years WTG has used Meg Sivakumar Photography www.megsivakumar.com and been very happy with her work. It is highly recommended to continue to use her, but if she is unavailable then it would be necessary to find a new school photographer. In late fall, speak with Instructors to confirm the week of school pictures (typically the first week of Spring quarter) and confirm the dates with the church office. Finally, schedule photographs with the photography company.

Advertise class photograph dates and distribute photo ordering information with the help of the instructors and Class Coordinators.

Yearbook

Research the best company for yearbook creation starting in Winter quarter. Shutterfly has been used successfully for a number of years, although other options are allowed.

Coordinate and Create the Program Yearbook

- Obtain files from photographer, including all class and individual photos.
- Obtain class rosters from the Registrar to confirm spelling of children's names and current enrollment. Only first names of children should appear in the yearbook.
- Gather "action shots" from each class, taken by parents throughout the year. (These should have been saved throughout the year).
- Involve the CC's in class page formation, to be sure there is a balance of action shots from each class. Also to ensure names are spelled correctly and matched to the correct child.

- Yearbook requirements: 8x8. Minimum pages required: 1 page with Instructor photos, 4 pages for each class (1 class photo, 1 individual photos, 2 candid photos), plus additional pages for program events (such as the Woodinville Parade, Halloween costumes, Baby Disco, etc).

Advertise Yearbooks. Provide information to teachers and CC's to share with families.

Order one copy to keep at WTG and complete a check request form for reimbursement.

Other

Optional Board Attendance. Attendance at Board Meetings from February-April is highly encouraged to help facilitate yearbook creation, but not required. Information can also be relayed by the President.

Physical Items Held at the Home of the Yearbook Coordinator: None

To Show Our Appreciation: In order to recognize the contributions of Support Team members, WTG may offer a small token of appreciation at the end of the year. All families who attend WTG, including support team members, are eligible to apply for a Fee Waiver, if needed.

Calendar for Yearbook Coordinator	
NOTE: School Photo and Yearbook timelines will vary, depending on the company. Plan accordingly!	
Month	To Do
September	<ul style="list-style-type: none"> • Create class folders in the Yearbook Shared Drive • Research new Photographer options if needed. Share info with President, who will then share with the Board.
October	<ul style="list-style-type: none"> • Send email to Class Coordinators with link to Shared Drive folder, and a reminder to begin collecting photos from classmates • Contact Photographer and schedule school photos for March • Confirm with church the availability of space (sanctuary or outside)
Nov - April	<ul style="list-style-type: none"> • Send regular reminder emails to Class Coordinators about collecting photos from classmates
February	<ul style="list-style-type: none"> • Begin researching Yearbook creation site (example: Shutterfly) and share findings • Advertise school photo days • Contact families with “No Photo” selected in Jovial to confirm selection
March	<ul style="list-style-type: none"> • Distribute school photo ordering information • Assist with any last minute needs for school photo days • Optional – Attend Board Meeting to discuss plans for Yearbook creating and ordering, etc. • Begin creating Yearbook
April	<ul style="list-style-type: none"> • Optional – Attend Board Meeting to discuss Yearbook updates • Advertise Yearbooks • Send FINAL reminder email to Class Coordinators about collecting photos from classmates • Finalize Yearbook • Share ordering information with the Board and CCs who will forward to families • Complete a reimbursement form (if you paid for the Yearbooks)
May	<ul style="list-style-type: none"> • Update this Job Description document and supporting documents