

# CPNS Jobs Form

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Childs Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

*Each CPNS member must actively participate on a team or in an individual job to help run and operate the school. Please indicate your job/team preferences below, by ranking them 1, 2, 3, 4 in order of priority. All efforts will be made to honor your choices. Please see the diagram on the reverse for more detail and/or the job handbook in the parent room.*

## Individual Jobs:

*Some individual jobs need to be assigned at the beginning of the year. These include jobs reporting to the Director (2) or President (3) and individual liaison assignments (4) within the Family Relations team.*

**Pres/Dir:** \_\_\_ Director's Asst \_\_\_ Health & Safety \_\_\_ Board Asst \_\_\_ Coop Council Rep \_\_\_ Jobs  
 COOF Assistants provide administrative support. Health & Safety Coordinator assures CPNS is safe. Jobs Coord assigns members to teams. Council Rep serves on umbrella organization of Coop schools in San Mateo county.

**Family Relations:** \_\_\_ 2AM, 3AM, 4PM Liaisons \_\_\_ Nursery Liaison *Class liaisons organize communications & events, primarily at Parent Ed nights; the nursery liaison coordinates nursery parents & workers.*

## Team Jobs:

*Parents work in teams to accomplish important CPNS functions. If you are organizationally inclined, please consider volunteering for a Team Lead position. Team leads get class priority as a perk to compensate for more responsibility & will get undying gratitude of the Board!*

\_\_\_ **Cleaning** *Toy/towel washing, art room, general mgmt of weekend cleans, deep cleans (2 times p.a.)* \_\_\_\_\_ **Team Lead**  
 Skills needed: passion for cleaning ...

\_\_\_ **Maintenance** *Outside maintenance & equipment, supplies, recycling & costume repair, playground.* \_\_\_\_\_ **Team Lead**  
 Skills needed: handy-people, green thumbs, organizing, fixing ...

\_\_\_ **CPNS Events** *Organizing family/parent events to promote CPNS member bonding & satisfaction.* \_\_\_\_\_ **Team Lead**  
 Skills needed: organizing, sense of fun ...

\_\_\_ **Family Relations** *Liaisons to classes, alumni, church, non-profits etc & bulletin boards, books & photos.* \_\_\_\_\_ **Team Lead**  
 Skills needed: communications, arts, organization, customer satisfaction ...

\_\_\_ **Enrollment** *CPNS applications, registration, orientation, member database & roster.* \_\_\_\_\_ **Team Lead**  
 Skills needed: organized, detail oriented, database skills, \*\*available in summer ...

\_\_\_ **Recruitment** *Recruiting new families to CPNS – marketing & outreach, PR, Open House, tours, fairs.*  
 Skills needed: people, marketing, advocacy of cooperative, play-based education ...

\_\_\_ **Auction** *Coordinating the online auction and facilitating 100% parent involvement, Scrip program*  
 Skills needed: organizing, communication, technical skills, cheer-leading ...

\_\_\_ **Communications** *Weekly email digests, website, calendar, databases, paid sub list & computer tech support.*  
 Skills needed: writing, technical, methodical, detail oriented, articulate ...

\_\_\_ **Accounting** *Tuition payment tracking, deposits, reimbursements, bills, payroll, budget tracking.*  
 Skills needed: financial, methodical, spreadsheets, detail oriented ...

## Parent Information:

Skills / Interests / Experiences: *(include previous Co-op & job experiences, passions, etc)*

Job Constraints: *(physical, work, home-care, schedule, seasonal, etc.)*

*Please indicate if you are interested in serving on the Board of Directors:*

\_\_\_ **President** \_\_\_ **VP Operations** \_\_\_ **Secretary** \_\_\_ **Treasurer** \_\_\_ **Community** \_\_\_ **VP Membership** \_\_\_ **Auction**