

Napa Valley Nursery School



JOB: Family Play Date Team Lead

TEAM: Fundraising

LAST UPDATED/CHANGED: April 2019

JOB DESCRIPTION: As Family Play Date Team Lead, you are responsible for advertising scheduled NVNS Family Play Dates, collecting payment, and oversee staffing, etc.

JOB DUTIES:

- Communicate with director and Fundraising chair about pre-scheduled playdates.
- Compose e-mail and Facebook post with details about event (including how to signup and pay) and send to Communications Chair for distribution.

JOB REQUIREMENTS:

- Attend all Parent Meetings
- Work Family Play Date events, arriving an hour early to help set up.
- Coordinate volunteers and children to attend.
- Assist with food and activity prep.
- Participate in one Housekeeping Saturday per year.
- Participate in End-of-Year Cleanup.

*(*this job description is under construction... 😊)*