

Napa Valley Nursery School



JOB: Family Play Date Team Member

TEAM: Fundraising

LAST UPDATED/CHANGED: April 2019

JOB DESCRIPTION: Responsible for working and executing Family Play Date school fundraising events as scheduled, and support coordinator as needed. (There are 3 other team members that will share in these responsibilities.)

JOB DUTIES:

- Communicate with Director and Fundraising Chair about pre-scheduled events.
- Work with Family Play Date Coordinator, as requested, composing e-mails and Facebook posts with details about events (including how to signup and pay). Facebook posts can be sent to the Communications Chair.
- Work Family Play Date events, arriving an hour early to help set up.
- Communicate with director regarding planned activities. Make purchases as necessary, or gather supplies from school materials.

JOB REQUIREMENTS:

- Attend all Parent Meetings
- Work Family Play Date events, arriving an hour early to help set up. If you are unable to work event, you are responsible for finding a parent willing to substitute for you.
- 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... 😊)*