

**JOB:** Family Play Date Team Lead

**TEAM:** Fundraising

**LAST UPDATED/CHANGED:** September 2019

**JOB DESCRIPTION:** As Family Play Date Team Lead, this position is responsible for leading the Family Play Date Team, advertising all NVNS Family Play Date and Moonlight Magic events, overseeing staffing for these events, working with the Teacher/Director(s) to plan food and activities, managing inquiries and collecting payments. This position will also play a significant role in the coordination and development of the Moonlight Magic Event.

**JOB DUTIES:**

* Communicate with Teacher/Director(s) and Fundraising Chair as needed about Family Play Date and Moonlight Magic Events
* Work closely with the Fundraising Chair and Teacher/Director(s) to plan the Moonlight Magic Event.
* Compose appropriate communications (e.g. emails, Evites <make responses public so participants can see who else is coming>, Facebook posts and/or events, Family Play Date and Moonlight Magic webpages, etc.) to share key details about upcoming events (including how to sign-up and pay) and send to Communications Chair for distribution as needed
* Manage inquiries and payments for upcoming events, provide Teacher/Director(s) with a list of expected participants (for Moonlight Magic only), and turn in any cash/checks to the Treasurer
* Coordinate Family Play Date Team Members to work all Family Play Date (4) and Moonlight Magic (1) events
* Coordinate with Teacher/Director(s) and Just a Bite Buyer to ensure that we are ready to provide snacks for the Family Play Date events
* Coordinate with the Teacher/Director(s) and Family Play Date Team Members to ensure that we are ready to provide dinner for Moonlight Magic
* Communicate with Teacher/Director(s) regarding planned activities prior to each event, then make purchases or gather supplies from school materials as necessary
* Solicit help from Family Play Date Team Members for any tasks above as needed
* Work the 1st Family Play Date (1) to help coordinate and orient the Team and work the Moonlight Magic Event (1), arriving an hour early to help with set-up, serving as a working parent during both events, and staying afterwards to help with clean-up. (During each of these events, assist with food and activity set-up and clean-up, facilitate activities, and supervise children.)

**JOB REQUIREMENTS:**

* Attend all Parent Meetings
* Participate in one Housekeeping Saturday per year
* Participate in End-of-Year Cleanup
* Must be fully qualified to work in class (i.e. attended Orientation and submitted all required medical paperwork).

**GENERAL INFORMATION:**

Multiple **Family Play Date Events** will be scheduled during the school year – very likely on Wednesday or Friday afternoons from 3:30 – 5:30 pm. The first one will typically be for Alumni families only, to give last year’s graduates a chance to reconnect with NVNS; the rest will be open to both current and alumni families.

The Family Play Dates are a special opportunity for kids to come and play (Outside and in Room 1) in the afternoon, and for parents to watch their children enjoy their time at Nursery School while mingling with other parents. A light snack will be provided. Parents are responsible for supervising their own children throughout these events, so the working parents can focus on managing specific activities.

All Family Play Date Team Members are expected to arrive an hour early to help with set-up, serve as working parents throughout the event, and stay afterwards to help with clean-up. Working parents (and teachers) can bring their own child(ren) for free to Family Play Dates.

One **Moonlight Magic Event** will be scheduled during the school year – very likely on a Friday night from 5:00 – 8:00 pm. This is a drop-off event, and will be a very special night for the participants. Dinner will be served and kids will have the rare opportunity to play at school at night. The overall format will be similar to a normal NVNS school day, but our Teacher/Director(s) will provide lots of special activities for the kids to enjoy, including “glow in the dark” fun.

All Family Play Date Team Members are expected to arrive an hour early to help with set-up, serve as working parents throughout the event, and stay afterwards to help with clean-up. They may also be asked to help provide dinner for the participants (and should request reimbursement for any related expenses). Working parents (and teachers) will not be able to bring their own child(ren) for free to Moonlight Magic.

**JOB DETAILS:**

As the **Family Play Date Lead**, your role is to help coordinate the Family Play Date and Moonlight Magic events and lead the Family Play Date Team throughout the school year. You will need to work closely with our Teacher/Director(s), Fundraising Chair, and Family Play Date Team Members as you help manage these events. The information below provides more detail re. the expectations for your job. (Please connect with the Fundraising Chair if you have specific questions about any of your responsibilities.)

*Moonlight Magic Planning:* You will need to work closely with the Fundraising Chair and Teacher/Director(s) to help plan this special event. Since it is brand new as of the 2019/2020 school year, many of the details (including how people get spots to go to it) are still being worked out. Once they have been finalized, this job description may need to be updated accordingly.

*Communication/Website/Payments:* You will need to ensure that our upcoming Family Play Date and Moonlight Magic events are communicated well in advance to our current and/or alumni families, so they know the important details such as when they will occur, how to sign-up and pay, etc. (As part of this process, you will need to work with our Fundraising and Communications Chairs to ensure that the information on our Family Play Date and Moonlight Magic webpages is kept up to date and accurate throughout the school year, including providing the current cost of each event, explaining when/how people can get spots, etc.) You will also need to manage inquiries and payments for each event, ensure that the Teacher/Director(s) have an accurate list of expected participants (for Moonlight Magic only) and working parents (for playdates and Moonlight Magic), and hand off any cash and/or check payments that you collect to the Treasurer. (Note: You can check with the Administrative Coordinator as needed to confirm any payments coming in via PayPal.)

[*nvnsplaydatemagic@outlook.com*](mailto:nvnsplaydatemagic@outlook.com) *Email Account:* This email account is listed on our webpage for inquiries about family play dates and Moonlight Magic. So, you will need to monitor it and respond to incoming emails appropriately. You are welcome to set up a rule that will automatically forward any incoming emails to your personal email account, so you’ll know right away when something comes in that requires your response. (Just remember to turn off that rule when you hand this job over to your successor.)

*Scheduling Family Play Date Team Members:* The school calendar should list the date/time for each event throughout the school year, and the Communications Chair should be able to tell you the rain delay date/time for each event in case it has to be rescheduled. As mentioned above, every Family Play Date Team Member is required to work all of the Family Play Date and Moonlight Magic events, since these 5 events are the entire focus of their school jobs. (You are the exception to this rule – you are only expected to work the 1st Family Play Date and Moonlight Magic because you will be doing more behind the scenes work than the other members of your team.) Therefore, it is extremely important that you ensure at the beginning of the school year that all of your Team Members are aware of ALL of the event (and rain delay) dates, so they can reserve them on their calendars as far in advance as possible. (You may also need to send reminders to the whole team as the event dates approach and/or touch base with team members individually to confirm that they will be there.)

*Team Members Missing Events:* Family Play Date Team Members should be scheduling around these events, so there shouldn’t be any conflicts unless an unexpected emergency arises. In that (hopefully very rare) case, that team member will need to hire a paid substitute and ensure that you know in advance who will be working in their place. (This should NOT become a regular occurrence – if it happens more than once for a specific team member, talk with the Fundraising Chair to discuss whether or not that individual should be reassigned to a different school job.)

*1st Family Play Date:* Your role during the 1st Family Play Date (in addition to being one of the working parents) will be to help coordinate and orient your team. Keep in mind that they are likely to be new families, so they may not have worked in the classroom very often. Your guidance re. where their help is needed, how they can support the planned activities, etc. will be crucial, esp. since they may feel somewhat intimidated by having so many older alumni children and parents present. Make sure to remind them that the non-working parents are expected to supervise and help clean up after their own children – so if something is getting out of hand, your Team Members should feel empowered to ask the non-working parents for help.

*Check-In:* For the 1st Family Play Date and for Moonlight Magic, you should greet the families as they arrive and collect any outstanding payments. (For Moonlight Magic only, you will also need to collect consent forms – see related entry below.) You should also make sure that all of your Team Members know how to perform this greeting/collecting responsibility, since they’ll need to handle it for the rest of the Family Play Date events.

*Consent for Emergency Medical Treatment Forms (LIC627):*For Moonlight Magic (only), you will need to collect completed “Consent for Emergency Medical Treatment” forms for any children who are being dropped-off but are not currently enrolled at NVNS. (We don’t need forms for children who are currently enrolled at NVNS because we already have them on file…and we don’t need them for children whose parents are staying on site. So, we don’t need them for Family Play Dates, because parents are expected to stay and supervise their own children.) Check in with the Teacher/Director(s) ahead of Moonlight Magic to make sure we have enough hard copies of the consent form on hand – and if not, you can print them here:

* <https://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC627.PDF>

*Event Activities:* Check in with the Teacher/Director(s) before each event to find out what activities are planned, and whether or not any assistance is needed purchasing and/or gathering supplies.

*Family Play Date Snack:* The snack for these events is typically very simple – often just popcorn and “spa water”, or something similar. Check with the Teacher/Director(s) ahead of time to see if anything needs to be purchased, and if so, make sure that the Just a Bite Buyer is aware and taking care of it.

*Moonlight Magic Dinner:* The food for this event should be more robust than a typical nursery school snack – it’s intended to serve as dinner for the children, so their parents don’t have to worry about feeding them before they are dropped off. Check with the Teacher/Director(s) ahead of time to see what she has in mind, then coordinate with the other Family Play Date Team Members to ensure that everything is being handled.

*Reimbursements:* Make sure you and your Team Members all know that if someone purchases something for one of our Family Play Date or Moonlight Magic events (food, supplies, etc.), they should submit a reimbursement request for their expenses. This can be done by simply filling out a reimbursement request (available on our website or in the Treasurer’s cubby), attaching the receipts, and placing it in the Treasurer’s cubby.

*Refunds:* We don’t issue refunds for missed events. Instead, people who pay in advance but can’t make an event are welcome to sell or give their spot to another family, consider their payment as a donation to the school, etc.

*Finally:* Remember that the rest of the Family Play Date Team is there to help you, so if you need assistance with any of the responsibilities detailed above, don’t hesitate to ask. Also, these events are very fun and special for the children, so make sure you let yourself enjoy the magic!