

**JOB:** Family Play Date Team Member

**TEAM:** Fundraising

**LAST UPDATED/CHANGED:** September 2019

**JOB DESCRIPTION:** Responsible for working all Family Play Date and Moonlight Magic events as scheduled, and supporting the Family Play Date Team Lead as needed. (The other Family Play Date Team Members will also share in these responsibilities.)

**JOB DUTIES:**

* Communicate with Teacher/Director(s), Fundraising Chair and Family Play Date Team Lead as needed about Family Play Date and Moonlight Magic events
* Work with Family Play Date Team Lead as needed to help with communications about upcoming events, managing inquiries and/or payments, procuring needed supplies and/or food, etc.
* Work all Family Play Date (4) and Moonlight Magic (1) events, arriving an hour early to help with setup, serving as a working parent during the 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 & JOB DETAILS:**

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.

**Very Important Note:** Every Family Play Date Team Member is required to work all of the Family Play Date and Moonlight Magic events, as these events are the entire focus of this school job. The Family Play Date Team Lead can provide you with the date/time for each event throughout the school year, as well as the rain delay date/time for each event in case it has to be rescheduled. Please make sure that you know when each event (and its rain delay date) is scheduled, so you can reserve those dates on your calendar well in advance. In the event that a truly unexpected emergency arises and you become unable to work one of the events, notify the Family Play Date Team Lead immediately – then hire a paid substitute and let your Team Lead know who will be covering your work shift. (If you end up needing to miss more than one of these events, you may be reassigned to a different school job, so please keep your calendar clear and make sure that you are available to work them.) Finally, know that these events are very fun and special for the children, so make sure you let yourself enjoy the magic!