



Parent Co-Op for Early Learning

PARENT COOPERATIVE FOR EARLY
LEARNING

JOB BOOK
Earning Co-op Credits

July 2009

5300 South Shore Drive, Chicago, IL 60615

(773)648-6363; (773)752-6318

CO-OP JOB: **Ad Hoc Committees**

CREDIT: 1 per hour of work

WHO TO TALK TO: President or Director

TASKS:

- Organize and hold a series of meetings to solve a specific problem
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CO-OP JOB: **Board Member**

CREDIT: 4 credits per month

WHO TO TALK TO: Board President

TASKS:

- Attend meetings in October, December, February, April, June, July, and August
 - Hear committee reports, approve action, set policy
 - Hear and resolve tuition and contract questions
 - Lead the work of the membership
 - Prepare annual budget
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CO-OP JOB: **Building Repairs/Maintenance**

CREDIT: 2 per hour/1 per small repair

WHO TO TALK TO: Building & Grounds chair or Director

TASKS:

- Ceiling tile replacement
- Plaster patching
- Plant care
- Snow shoveling
- Painting
- Assembling furniture
- Sweep-up wood chips
- Repair Toys, etc.

CO-OP JOB: **Committee Chair (Building & Grounds)**

CREDIT: 3 credits per month

WHO TO TALK TO: Board President or Director

TASKS:

- Identify needs for repairs or improvements and determine which can be done by parent volunteers and which by contractors
 - Chair occasional meetings of a small committee to plan repairs or improvement
 - Propose large budget needs to Board; coordinate other work through the Director
 - Provide leadership to involve members in painting, repairing and improving our indoor and outdoor space
 - Contribute to the newsletter
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CO-OP JOB: **Committee Chair (Fundraising)**

CREDIT: 3 credits per month

WHO TO TALK TO: Board President

TASKS:

- Conduct meetings to plan fundraising event(s) during the year
 - Propose plans for fundraising to the Board
 - Lead the effort to involve all members in working on fundraising
 - Contribute to the newsletter
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CO-OP JOB: **Committee Chair (Parent Involvement)**

CREDIT: 3 credits a month

WHO TO TALK TO: Board President

TASKS:

- Conduct committee meetings
- Propose plans to the Board for school wide parties and other social opportunities
- Lead the effort to involve many members in events
- Contribute to the newsletter

CO-OP JOB: **Committee Member (Personnel)**

CREDIT: 1 credit per personnel meeting
1 credit for each interview

WHO TO TALK TO: Board President

TASKS:

- Meet several times a year to deal with personnel issues
 - Advise the Director on Personnel matters
 - Recommend policy to the Board
 - Do final interviews with candidates for staff positions
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CO-OP JOB: **Computer Support**
Discovery Room and Imagination Station

CREDIT: 1 per visit to the computer

WHO TO TALK TO: Classroom teacher or Director

TASKS:

- Keep classroom computer in good working order
 - Answer teachers' questions
 - Recommend repair, replacement, quality software
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CO-OP JOB: **Contributions**

CREDIT: 1 per \$10 new item

WHO TO TALK TO: Classroom teacher

TASKS:

- Computer printer ink cartridges, software, books, plants, pillows, etc.
- Items on the teachers' wish lists
- Used items as discussed with teacher: spare clothes, dress up clothes, children's CD's, outgrown toys, etc.

CO-OP JOB: **Field Trip Chaperone**

CREDIT: 1 per hour

WHO TO TALK TO: Classroom teachers

TASKS:

- Be responsible for the safety of a small group of children
 - Help children to enjoy and learn from the field trip
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CO-OP JOB: **Fundraising**

CREDIT: 1 per hour

WHO TO TALK TO: Fundraising chair(s)

TASKS:

- Decorations
 - Publicity
 - Rentals
 - Collecting/recording money
 - Posters
 - Thank you letters
 - Soliciting
 - Tickets
 - Food
 - Ad book
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CO-OP JOB: **Laundry of sheets & blankets**

CREDIT: 1 credit per 1 set of sheets
2 credits per ½ set of blankets (6)

WHO TO TALK TO: Classroom teachers

TASKS:

- Take home sheets or blankets on Friday afternoon
- Wash, dry and fold
- Return Monday in time for naps

CO-OP JOB: **Meeting Attendance**

CREDIT: 1 per hour of meeting (per parent)

WHO TO TALK TO: Sign in when you arrive

TASKS:

- Attend a general membership meeting (September, November, January, March and May)
 - Attend classroom meeting(s)
 - Attend committee meetings of your choice
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CO-OP JOB: **Open House**

CREDIT: 1 per contribution or hour of work

WHO TO TALK TO: Chair of Parent Involvement or Room Parents

TASKS:

- Provide refreshments
 - Be a host during the event
 - Distribute flyers
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CO-OP JOB: **Plant Care**

CREDIT: 2 credits per month

WHO TO TALK TO: Classroom teachers

TASKS:

- Water and feed classroom plants weekly (or more in winter)
- Repot or add plants as desired

CO-OP JOB: **Playground Maintenance**

CREDIT: 1 per hour of work

WHO TO TALK TO: Building & Grounds chair or Director

- TASKS:**
- Sweep up wood chips and return to playground
 - Rake wood chips to an even level
 - Paint water seal on all exposed wood twice a year
 - Maintain shed and playhouse
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CO-OP JOB: **Room Parents**

CREDIT: 3 credits per month

WHO TO TALK TO: Classroom teachers and Parent Involvement chair

- TASKS:**
- Make phone calls about Co-op matters
 - Welcome & inform new families
 - Be active on the Parent Involvement Committee
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CO-OP JOB: **Snow Shoveling**

CREDIT: 2 credits per heavy snow fall

WHO TO TALK TO: Director

- TASKS:**
- Shovel (or sweep) a path from the gate to the entrance
 - Sprinkle melter on icy areas
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CO-OP JOB: **Spring Cleaning**

CREDIT: 1 per hour of work

WHO TO TALK TO: Classroom teacher

- TASKS:**
- Wash windows, furniture, dress up clothes, dolls, toys, housekeeping, etc.
 - Vacuum gym carpet and wash mats

CO-OP JOB: **Washing/Sanitizing Toys**

CREDIT: 1 per load

WHO TO TALK TO: Classroom teachers

TASKS:

- Wash plastic toys in hot soapy water and rinse. Sanitize in room temperature water and 1 tablespoon of bleach per quart of water. Air dry.
 - Machine wash dolls, doll clothes, dress up clothes, etc. in warm water and mild detergent
 - Wash wood toys in Murphy's oil soap
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CO-OP JOB: **57th Street Children's Book Fair**

CREDIT: 1 per hour of preparation or hosting our table

WHO TO TALK TO: Chair of the event or Director

TASKS:

- Prepare materials ahead of time for our table activity
- Staff our table for an hour on the day of the Book Fair
- Prepare table covering, signage, pickup materials