

## 2015-2016 Jobs Interest Form:

This form is to provide a **brief** description of the current jobs available for the '15-'16 school year and to evaluate each family's particular interest and skill set for each given job. Jobs may be added, revised, or deleted as needed. Please review each job description and rate your interest (5 being very interested and 1 being least interested). There will also be a space for you to add a comment pertaining to that job. Please understand that this form will be used as a **guide**. There will be no guarantees for which job you may receive.

Parent's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Class requested: \_\_\_\_\_

**Aquarium:** Ensure fish are fed, clean fish tank, make repairs as needed, and replace fish if needed.

1    2    3    4    5    Comment \_\_\_\_\_

**Arts & Crafts:** perform inventory of all classroom craft supplies on a monthly basis. Order all arts and craft needs and check with teachers for upcoming seasonal needs.

1    2    3    4    5    Comment \_\_\_\_\_

**Book Club:** Hand out catalogs and order forms, collect orders and payments, place orders to Scholastic, distribute orders, pay Scholastic.

1    2    3    4    5    Comment \_\_\_\_\_

**Bulletin Board:** Maintain the bulletin board in hallway. Change bulletin board in accordance with season and kid's projects.

1    2    3    4    5    Comment \_\_\_\_\_

**Class Coordinator:** Schedule the parent helper days for each parent in your class, schedule parent closest to child's birthday, submit month's schedule to Secretary by 20<sup>th</sup> of each month, place copy monthly in cubbies and one copy outside of classroom marking changes as needed.

1    2    3    4    5    Comment \_\_\_\_\_

**Class Pet Specialist:** Responsible for the care of the pet including repairs and weekly cleaning of pet's habitat. Ensure fresh water and food are given and supplies are maintained, arrange for pet's care over school breaks and summer.

1    2    3    4    5    Comment \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

**Community Affairs:** Gather Materials about local events for upcoming month (pumpkin picking, hiking, light shows, concerts, etc), select relevant activities to submit to Bellringer by 20<sup>th</sup> of each month, post messages create flyers for upcoming events.

1    2    3    4    5    Comment \_\_\_\_\_

**Equipment, Inventory, Supplies:** Responsible for stocking the classroom with supplies, sponges, tissues, soap, paper towels, etc. Check inventory on a monthly basis, place orders as needed, follow budget, follow up on deliveries, submit all invoices and receipts to treasurer.

1    2    3    4    5    Comment \_\_\_\_\_

**Field Trip Coordinator:** Coordinate with teachers to plan future field trips, investigate new field trip ideas, contact facility to schedule field trip, prepare and distribute permission slips, submit info to secretary for Bellringer.

1    2    3    4    5    Comment \_\_\_\_\_

**Fundraising:** Investigate fundraising opportunities, consult with board and membership for approval. Responsible for scheduling, coordinating, distributing materials, collecting funds to submit to treasurer.

1    2    3    4    5    Comment \_\_\_\_\_

**Fundraising (Restaurant):** Schedule new restaurants to participate each month (except December), advertise with flyers in cubby and outside classroom and in local community boards (i.e. library, giant foods, mom's market, etc), Collect proceeds and submit to treasurer.

1    2    3    4    5    Comment \_\_\_\_\_

**Gardener:** Prepare raised garden and work with Teachers to plan the garden space. Supply class with seeds needed, make sure garden in weeded and watered appropriately throughout the gardening season.

1    2    3    4    5    Comment \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

**Housekeeping Coordinator:** Schedule one family every weekend to clean the classrooms and distribute in cubbies and post outside of classroom and submit to secretary for Bellringer. Send out reminders, prepare water/vinegar mixture for classrooms, coordinate and assign members for 3 group cleanings through the year.

1    2    3    4    5    Comment \_\_\_\_\_

**Librarian:** Consult with teachers for monthly teams, preferences and recommendations for books, check out approx. 10 books/ classroom from library, insure books are displayed in classroom bookshelves and returned on time.

1    2    3    4    5    Comment \_\_\_\_\_

**Maintenance:** Repair any items from classrooms, playground, rainy day room, and toy shed as needed and when notified by teachers or board. All expenses need approval from the board.

1    2    3    4    5    Comment \_\_\_\_\_

**Photographer/Yearbook:** Take pictures of students on parent helper days, attending field trips, special events, parties, etc. Arrange for pictures to be taken if attendance is not possible. Responsible for creating class yearbook at the end of the year.

1    2    3    4    5    Comment \_\_\_\_\_

**Public Relations:** Take pictures at BCNS events and submit one story/month to Bowie Blade, Bowie Star, etc. Contact newspapers to define parameters for submissions.

1    2    3    4    5    Comment \_\_\_\_\_

**Snacks:** Responsible for purchasing and maintaining inventory of healthy snacks, napkins, cutlery and plates for all classes and class rooms. Develop monthly snack schedule and post on snack cabinet for all classes, avoid purchasing all food allergies, follow monthly budget.

1    2    3    4    5    Comment \_\_\_\_\_

**Social Coordinator:** Collaborate with Teachers to plan classroom parties, create advertisements and sign-up sheets for parties, notify secretary by 20<sup>th</sup> of each month to be added to Bellringer. Organize Teacher appreciation gift and end of the year gift for class.

1    2    3    4    5    Comment \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

**Special Events Coordinator:** Work with Special Events Chair person to coordinate all school-wide social events. i.e. ice cream social, holiday parties, graduation, end of year picnic, etc.

1    2    3    4    5    Comment \_\_\_\_\_

**Teacher's Assistant:** Coordinate with teacher to assist in copies, cut outs, hang or display artwork, assist in Letter of the Week preparation, etc.

1    2    3    4    5    Comment \_\_\_\_\_

**Recycling:** Responsible for checking and removing all recyclables from classroom containers each week and insure they are picked up by the City of Bowie Recycling.

1    2    3    4    5    Comment \_\_\_\_\_

**Charity:** Organize charitable contributions at Thanksgiving (food drive), Christmas (toy and coat drive), and Easter (food drive). Provide containers for donation and reminders to members via posters and Bellringer submissions. Organize in 2 community charity events in the fall and one in spring for membership to participate in.

1    2    3    4    5    Comment \_\_\_\_\_

Below are some general questions that will help the board better assess which job will be the best fit. We don't always find the perfect match but we do our best and we are always willing to help out when needed.

Given each job requiring the same amount of time within a 30 day period, which would you prefer: Spending a few hours once a month or spending a few minutes every day you drop off/pick up? \_\_\_\_\_

Do you own a DSLR camera?

\_\_\_ Yes, never leave home without it \_\_\_ No, but have a nice digital \_\_\_ What's a DSLR camera

Parent's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

How would you describe yourself: (check all that apply)

Crafty     organized     Handy     Helpful     A Planner  
 On Time     Reliable

What is your preferred method of communication? (check all that apply)

email     phone     text     Pen/paper     face to face

Would you prefer to work alone or work with others? \_\_\_\_\_

Why? \_\_\_\_\_

Anything else you would like to tell us about yourself to help us better understand your needs and talents when matching your family with a coop job?

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Thank you for taking the time to fill out this evaluation form. We hope by taking the time to fill it out, we will be able to assign the best fitting job for you in order to help create a successful learning environment for our kids!