

Mount Pleasant Volunteer Manual

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BOARD POSITIONS

EXECUTIVE COMMITTEE RESPONSIBILITIES

All board positions are to attend four Executive Committee Meetings per year, the Information night for new registrants and the Annual General Meeting.

CHAIRPERSON

VOLUNTEER POSITION - EXECUTIVE COMMITTEE
MOUNT PLEASANT PLAYGROUP

Chairperson is responsible for the overall operation of the Playgroup. This includes:

- Organizing and running board meetings and general meetings.
- Serving as a director on the Mount Pleasant Community Board.
- Working with each executive member to ensure his/her area of responsibility is managed.
- Managing changes in operations and key processes to ensure a smooth transition.
- Responding to questions and concerns raised by members.
- Following up on action items.
- Second signing authority on the playgroup bank account (in addition to the Treasurer).
- Co-ordination of key communication both internally and externally.
- Managing relationships with other users of MPCA Lower Hall.
- Liaison with Community Hall Manager

VICE CHAIR

VOLUNTEER POSITION - EXECUTIVE COMMITTEE
MOUNT PLEASANT PLAYGROUP

The Vice Chair is the key support for the Chair position. The primary responsibilities of this role include:

- Backup second signing authority on the playgroup bank account (in absence of Chair or Treasurer)
- Liaison with Compusim, developers of the Community Membership Management system
- Assisting the Treasurer in approving member's expenses and acting as second signator on expense reimbursement forms
- Ensuring bi-annual (fall and spring) review of Playgroup manual, Code of Conduct, operating binder, minutes and any other relevant documents to ensure accuracy and compliance. Subsequently passing on any changes to the website tech to implement.
- Serving as the contact person for the public for information regarding Playgroup. This means passing on email address to the MPCA board for routing from the MPCA website.
- Supporting the Chair in various ways

TREASURER

VOLUNTEER POSITION - EXECUTIVE COMMITTEE
MOUNT PLEASANT PLAYGROUP

The primary responsibilities of this role include:

- Collecting Playgroup membership fees from the registrar and MPCA and depositing them.
- Reconciling membership revenue to on-line system to ensure all membership dues have been collected.
- Depositing other income as necessary.
- Approving, with vice chair, member's expenses prior to disbursement.
- Disbursing funds after approval to various parties.
- Maintaining appropriate receipts as backup for financials.
- Reconciling all accounts on a monthly basis and providing a financial report to the Board at each board meeting.
- Preparing semi-annual budgets and making copies available for Executive meetings.
- Attending Executive meetings and AGM.
- Preparing yearly financial reports.

SECRETARY

EXECUTIVE COMMITTEE – VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

The primary responsibilities of this role include:

- Attending all Playgroup Executive meetings – four per year.
- Taking minutes at all Playgroup Executive meetings and preparing printed/readable version.
- Forwarding minutes (by email or hard copy) to all executive members and posting one hard copy on bulletin board at playgroup.
- Making blank duty rosters available when we run low and post them on the bulletin board.
- Maintaining library of playgroup documents and making available to others as requested.
- Doing other things that arise out of meetings, usually on a volunteer basis.

REGISTRAR

EXECUTIVE COMMITTEE – VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

The primary responsibilities of this role include:

- To ensure that the registration guidelines (such as those regarding waitlist) are followed stringently.
- To work with the communications coordinator to advertise playgroup on-line registration by the following means:
 - emails are distributed to all current playgroup members, as well as those on the waiting list.
 - Community members are notified through the Community database
 - A notification is submitted to the Mt. Pleasant Pulse.
 - A Brite sign is ordered to advertise registration on 20th Avenue.
- To advise the Vice Chair of any required changes or errors, including the registration form, so that the Vice Chair can notify the administrator of the registration system
- To manually enter any registration forms which cannot be electronically entered by registrants (in cases where registrants come off the waiting list etc.).
- To notify the treasurer of the incoming cheques for registrants that chose to pay by cheque.
- To advise the treasurer on any refunds that may be required throughout the year as a result of withdrawals or develop a program based system for this.
- To notify the Volunteer coordinator of any new starts or deletions of registration or develop a program based system for this.
- To oversee and distribute membership contact lists appropriately and on a regular basis.
- To communicate with interested parents on availability of Playgroup spots and manage any resulting wait list
- Receive calls directly from interested parents or forwarded from Communications Coordinator or other board members;
- Timely contact when spots should open up
- Co-ordinate with both the Volunteer Coordinator and Treasurer to ensure a smooth integration for the new member
- At the end of the year, the Registrar along with the Volunteer Coordinator will review who has completed their volunteer commitment. Cheques of members who have completed their volunteer commitment are destroyed, and cheques that need to be cashed are forwarded to the Treasurer.

PURCHASER

EXECUTIVE COMMITTEE – VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

The primary responsibility of the purchaser is to ensure that kitchen supplies for playgroup are kept in stock. The purchaser also attends the playgroup board meetings, and helps out in other areas as needed.

Items to be purchased include:

- Coffee:
 - Caffeinated is Nabob Organic (the large tins), purchased at Safeway which currently has the best prices for large tins of organic coffee;
 - Decaffeinated is bought at a grocery store that sells it in the large coffee tins, like Costco or Superstore;
 - coffee filters (Costco carries a 500-pack for use in commercial coffee makers);
 - Purchase at least 6 cans of caffeinated to ensure there is enough stock. Decaf doesn't get used as much, so keep 2-3 cans in stock;
- Tea: we stock a variety of caffeinated and herbal teas. Wherever possible, we try to buy organic teas;
- white sugar for coffee/tea (buy a large bag at Costco or Superstore and refill the plastic containers in the back room)
- Juice – 100% apple juice is purchased by the case from grocery stores, like Costco or Superstore. It is a good idea to have at least 2 cases in the back room at all times
- Annie's Bunny Crackers (from Costco)– as back up snack
- Toys for playgroup as decided by the executive
- Miscellaneous supplies as needed / requested such as: bleach, vinegar for cleaning the coffee machine, "Green" dish washing soap and all purpose cleaner for the floors (currently use Greenworks dish soap and Method all purpose cleaner), dish washing cloths and towels

Examples of other miscellaneous items which occasionally need to be purchased are:

- snacks/beverages for the orientation night and annual AGM;
- AA batteries for the toys;
- cups/bowls/sippy cups;
- white board markers;
- ziploc bags for playdough storage;
- cabinet locks.

Receipts are submitted to the Treasurer for reimbursement.

At the end of each playgroup year, the purchaser ensures the storage room has ample stock to start up again in September.

VOLUNTEER COORDINATOR

EXECUTIVE COMMITTEE – VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

The volunteer coordinator is to ensure all registered members of playgroup have signed up for a volunteer position and to record if they fulfill their commitment. The volunteer coordinator is to work with Registrar to maintain a current list of volunteers.

The primary responsibilities of this role include:

- Ensures that all playgroup members commit to a volunteer position.
- Attends Playgroup Executive meetings, AGM and information night.
- Report to Executive Committee on status of Volunteers, changes to positions, and any concerns.
- At the information night in September introduce team leaders and answer any questions regarding Volunteering.
- Ensures that as many of the positions as possible are filled, asks for further volunteers as required.
- Keeps a current list of volunteer positions and those who have signed up for them with their numbers
- Posts the updated volunteer position sheets on the cork board at playgroup
- Assists members to choose a volunteer position
- Answers questions about the positions, or guides the person to someone who has previously held the position.
- Ensure all team leaders report attendance of their volunteer teams so you know who has and has not fulfilled their commitment. If the event was an MPCA event, then get the volunteer attendance update from the MPCA Activities Coordinator.
- Obtain Party Synopsis reports from Party Coordinators to be passed on to next year's coordinators.
- Pass on any job description changes to the board so that the online manual can be updated.
- Volunteers may send a spouse or friend to fulfill their position for them
- Give the playdough volunteers a schedule for the year for when new playdough is required (or have them figure it out on their own and notify you of their schedule)

Volunteer commitment Cheques:

Upon registration, members submit a \$50 cheque or VISA number which is held by the registrar until they have fulfilled their volunteer commitment. While most members are keen to help in some way, there is usually a small number who would prefer to pay their money instead.

The Volunteer Coordinator ensures that the cheques of those members who have fulfilled their volunteer commitment are destroyed and for those that have *not* fulfilled their commitment forward their cheques to the Treasurer to be cashed. They also *double check with the Registrar that these people are current members of Playgroup*. It is helpful to

maintain a list of “withdrawn” people as the year progresses.

COMMUNICATIONS COORDINATOR

EXECUTIVE COMMITTEE – VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

It is the responsibility of the Communications Coordinator to keep members informed of important dates and events for the duration of the Playgroup year.

The primary responsibilities of this role include:

- If posters or signs are required, the Communications Coordinator will ensure that these are signs are posted, either on the Playgroup message board (with the assistance of the bulletin board volunteer), or in some cases, by renting large Sign Boards to share information with the community at large.
- The Communications Coordinator will send out messages on behalf of other Board Members for emails to the majority of Playgroup members.
 - With the inception of online registration as of the fall of 2009, some Board Members will have access to the online database, which includes email addresses for all members.
 - Emails can be sent to the entire playgroup population, or the address list can be filtered to send messages only to people on a certain day, for example. For emails that are specific to a particular board member, emails should be sent by the board member directly. For example, the Volunteer Coordinator can access all of the names of those volunteering for each and every task and can therefore, generate and send out their own emails to those individuals. Another example would be the Toy Coordinator contacting toy clean-up teams.
- The content of mass emails should be aligned with Playgroup’s Vision and Mission as stated in the manual and apply to the membership as a whole. The playgroup email system is only to be used for sending emails specifically related to playgroup events and issues.
- If a member requests that an email be sent to the group on their behalf, it can be printed and posted on one of the playgroup bulletin boards after approval of the communications coordinator, if it is believed to be of general interest to the playgroup community. These postings should be limited to information that is informative and of general interest, but not solicitous in nature.
- The communications coordinator shall be responsible for holding a full set of keys for the lower hall.
- The communications will be responsible for lending out the key to the toy room to playgroup members who have rented the lower hall for non-playgroup events (such as birthday parties, etc., on the weekends). This is based on the assumption that the communications coordinator lives close to the hall. If the communications coordinator does not live near the hall, this set of keys will be held by another board member who lives near the hall.

- The communications coordinator shall be responsible relaying information to be updated on the Playgroup Website (such as changes to the playgroup manual, volunteer manual, etc.) to the appropriate person at the MPCA.
- The communications coordinator shall be responsible for relaying the dates/times of upcoming playgroup evening/weekend events to the Pleasant Heights Before and After School Care program (PHAS) as a courtesy to the other primary user of the lower hall space.
- The communications coordinator will send out regular reminders to the playgroup members regarding the following items:
 - Playgroup snacks (kid's and adult's) being peanut-free
 - Reminders to sign up for snack and craft
 - If playgroup members have rented the lower hall for parties, etc., they are to contact the communications coordinator in advance of their event to arrange to borrow the key for the toy room.
 - Upcoming events and closures
 - Parent enrichment nights

TOY COORDINATOR

EXECUTIVE COMMITTEE – VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

The Toy Coordinator is responsible for arranging one toy inventory and four toy clean ups per year: two each session. Toy inventory occurs at year end on the same day as the last toy cleaning. This allow us to not only keep track of what toys we have, but also what needs to be thrown out, replaced or purchased.

DETAILS FOR TOY CLEAN UP:

- The Toy Coordinator arranges a date and time for the clean ups and coordinates with the toy clean up volunteers.
 - Past experience has shown that weekends are a good time and cleanings are typically run from 10am - noon on a Saturday morning.
 - Contact the Hall Manager early in the year to book the dates and ensure the space is reserved for us.
- Contact volunteers on Toy Clean-up and/or Inventory Team advising them of the date of clean up and to bring a bucket, gloves and rags.
- Make sure everyone confirms that he or she is able to attend the clean up. Cleaning the toys can be completed in less than 2 hours, but you need everyone to show up.
- If any volunteers are unable to attend the clean up it is acceptable that they send a spouse or friend to replace them. If the person is unable to find a replacement, then contact the Volunteer Coordinator to determine if another Mt. Pleasant Playgroup Member is available if possible.
- Usually there are 5-6 people assigned to cleaning the toys, this includes the Coordinator.

- The Coordinator obtains a key to lower hall from the board key holder and returns it, once the clean up has been completed.
- The Toy Coordinator reports back to the Volunteer Coordinator which volunteers were present and who was not after each toy clean up – very Important!

DIRECTIONS FOR TOY CLEAN UP DAY

- All toys are to be cleaned, this includes:
 - the toys in the back storage room,
 - the big items on the carpet area that aren't stored,
 - the tables and chairs,
 - highchairs, and
 - painting easels.
- The toys are cleaned with bleach and water (one capful for a large bucket of water).
 - There are two tarps stored in the back room to lay the toys out on during cleaning. Spread these out over the carpeted area.
 - Start with washing the small toys in the bins first and while they are drying, move on to everything else.
 - Each toy bin is emptied and the toys are wiped down or dipped in the bucket of bleach/water and then laid out on the tarp to air dry.
 - ****Be careful not to dip any battery operated toys or toys that retain water.**
 - Wipe out the bin and once the toys are dry, put them back in their appropriate bins and return to the storage room.
 - The shelves in the backroom can be wiped down while the toys are drying
- All dolls, puppets, soft animals to be taken home, washed and dried. These items are to be returned to Playgroup the next morning.
- Costumes to be taken home and washed on gentle during each cleaning session.
- Any broken toys are thrown away. The Toy Clean up Coordinator keeps track of what has been discarded and informs the Board so a decision can be made whether to repurchase the items.
- The Coordinator contacts the Volunteer Coordinator once the clean up has been completed informing him/her who attended the clean up.

PARTY COORDINATOR

EXECUTIVE COMMITTEE – VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

The Party coordinator is to ensure that the tasks for all three Playgroup Parties have been delegated successfully and to provide board oversight and consistency for the parties. The Party Coordinator is NOT to organize all three parties, but rather provide guidance and consistency to each party team.

The three parties are:

- Halloween - Held the Friday Morning before Halloween,
- Christmas - Held on a weekend before the Christmas break in conjunction with the Mount Pleasant Community Association , and
- Year End - Held on a Friday Morning before the end of playgroup.

A general timeline for the parties is:

10:00 – 11:00 party begins / games/ crafts

11:15 – 12:00 ish entertainment

12:00 – 12:45 lunch / door prizes called out

12:45 – 1:30 dessert / Santa (Christmas) / thank-you's / goodie bags (if there are some) put out.

The board can verify times for the specific party.

Being the Party Coordinator can be busy, but it is one of the more fun volunteer jobs, and is very appreciated by everyone who comes to the parties.

The primary responsibilities of this role include:

- Put together a “party information package” with the information required to run a successful party.
- Confirm the party budgets with the treasurer – the Christmas party has the most generous budget since it is the only party open to the whole community. Playgroup runs the Mt. Pleasant Community’s Christmas party on their behalf, and in return, they fund a portion of it.
- Obtain a list of party volunteers for each party from the Volunteer Coordinator. As a board member you will have access to the e-mail addresses and information for the party volunteers and will be able to communicate with them directly. If there are not enough volunteers or not enough people willing to be team leaders talk to the Volunteer Coordinator.
- Read through the Events section of the Volunteer Manual to see what is expected of the party teams, the team leaders, and the set-up/take down crews.
- Estimate the number of people for each party based on past years and the present year’s enrollment. Communicate this with the party teams.

- Set-up the first party team meeting as early as possible for each party (at least 6 to 7 weeks before the event), subsequent meetings are to be coordinated by the team communications leader. The Christmas party will need more time to organize as it is a larger event.
- Sign-off/approve expenses for each party and pass receipts on to the Treasurer.
- Work with the team communications person to track the party spending and ensure they stay on budget
- Monitor external communications with regards to parties to ensure that appropriate commitments and communications are made on behalf of playgroup.
- Keep a contact list of entertainment, rental companies, catering companies, etc. and provide feedback on past performance to avoid using services that have not worked in the past.
- Maintain a binder with all of the party information, past party synopses, and contacts. Work with the party team communications leads to ensure that the most recent files are either in the binder or stored in a public electronic space (ie Yahoo or Google group). This binder will not only help track the progress of the parties, but will help anyone requiring information in your absence.
- Attend all three parties to gauge success and to help with last minute problems that will arise.
- Have the communications leader for each team draft a synopsis of what worked and did not. Add to this as you see fit.
- Have a “debriefing”/congratulatory meeting after the party to get feed back or solicit feed back from the team via e-mail.
- Report which team members did or did not fulfill their volunteer duties to the Volunteer Coordinator.

For the First Party Team Meeting

- Lead the first meeting, as the team communication leader may be new and require guidance, as they will chair the subsequent meetings.
- Have the communications lead take minutes and most importantly write down the tasks assigned, to whom, and when they will be done (that is, assign the task leaders and helpers).
- Do an introductory presentation to each team at their first team meeting on how to run a successful party,
- Give them the “party information package”,
- Explain what is expected of each team leader and ensure that each lead role has been assigned,
- Provide them with the contacts they will need,
- Give them the budget for their party,
- Let them know the number of people expected to attend the party.
- Explain that all external communications to companies on behalf of playgroup is to be copied or relayed to the Party Coordinator and team communications leader.

- Beyond introductions, *selecting an entertainer is the primary objective of the first meeting:*
 - Express the need to book the entertainment just after the first meeting and ensure that. The good acts get booked up quite early, especially for Christmas, so this needs to be taken care of as the first priority
 - Provide a list of entertainers and descriptions of each
 - Lead the discussion of which to book
 - Ensure that a decision is made on which entertainer to book at the first meeting with rankings of entertainers in case the first or even the second choices are unavailable.
 - If the event coordinator is not present, communicate with them the group's decision, and if they are away make the booking yourself.
- Start the menu discussions and explain what was done in the past.
- Start the craft discussions and explain what was done in the past. Bring the craft book with you for demos.
- Start decoration discussions and show the set-up/clean-up lead where they can be found.
- Ask the group for suggestions for a Santa volunteer. If there are no clear choices leave this to the Entertainment Leader to decide ASAP, as the costume available through Roger Leech, needs to fit.
- Let everyone know briefly about the items not covered (i.e. Advertisement, Entertainment Rentals (bouncy castles, etc., Monitoring of Events (Craft, toys, games, etc.), Gift Bags, etc.).
- Help the communications leader make an agenda for the next meeting.

Weekly Volunteer Positions

WEEKLY VOLUNTEER RESPONSIBILITIES

The weekly volunteer commitments involve responsibilities that arise on a weekly basis. If the volunteer cannot fulfill their weekly commitment for a given week due to illness, vacation, etc., it is their responsibility to find someone to cover their duties. If you cannot find a replacement, please contact the volunteer coordinator.

The following weekly volunteers will be given a list of back-up keyholders available to fill-in during an absence:

- Recycling
- Cream and Milk Purchaser
- Laundry
- Bulletin Board
- Books and Puzzles
- Mail

KEY HOLDERS

(6 - six positions available - one for each session)

WEEKLY VOLUNTEER POSITION

MOUNT PLEASANT PLAYGROUP

It is the responsibility of the Keyholder to open and close the Playgroup facility for their day every week.

Duties as follows:

- Each key holder is responsible for the safe keeping of keys for the:
 - Lower hall door
 - Toy storage room door
 - Dress-up cupboard
 - Craft cupboard
 - MPCA Cleaning closet

NOTE: In case of lost keys, the Community Association must change the locks and cut new keys for all the key holders, facility management personnel and the Before and After school care program. The cost for this is \$400.00. Playgroup will pay for half of this cost and the key holder will be required to pay the other half.

- Open the facility for their day before playgroup is to start. It is important that the Keyholder avoid tardiness as many members walk even in inclement weather.
 - Between 9:15 am and 9:30 am for the morning sessions
 - Between 11:45 am and 12 pm (Noon) for the morning sessions – some overlap of keyholders may occur on Tuesdays and Thursdays.
- Close the facility:
 - Before 12pm (noon) on morning sessions, especially if there is an afternoon session after yours.

- Before 2:10 pm for afternoon sessions. There is an after school care group that uses the same area, so we need to be out promptly in the afternoons.

Opening Instructions:

- Unlock the lower hall door and ensure that it is unlocked for the members to enter.
- Turn-on the lights in the entrance, both play rooms and kitchen.
- Put all the chairs on the floor.
- Move the play structures into a safe position, as the after school program needs to move them to the side for their use of the space.
- Open and unlock the toy room door and get out some popular toys. Parents (and children) will bring out what they really want when they arrive.
- Unlock the costume, book/puzzle, craft, coffee/tea, and paint/playdough cupboards.
- Make the coffee – regular and decaf. Adjust the mix on the canisters to your or your group’s tastes.
- Boil some water for tea drinkers.
- Milk and Cream are in the fridge – let your group members know.

Closing Instructions:

- Clean-up at the end of playgroup is everyone’s responsibility.
- Before circle time (if your group is doing circle time) have all toys put away, lock the toy door, and move the play structures aside to make room.
- Once all of the children (other than yours) have left. Do the following checks:
 - Make certain the coffee maker burners are turned off, pots clean (should have been done with the dishes), and the used grounds and filters removed– please do not unplug the coffee maker.
 - Unplug the kettle
 - Check both rooms for toys and personal items that may have been missed during clean-up time.
 - Check the facility for overall cleanliness and that no dishes were forgotten, again it is not the keyholder’s responsibility to clean the facility every day, but sometimes things get forgotten.
- Lock the toy room, as well as, the costume, book/puzzle, craft, coffee/tea, and paint/playdough cupboards.
 - Turn-off all lights in the rooms and hallway.
 - Lock the lower hall door.

Other Duties:

- Ensure the snack/craft sign up sheet is filled out. Keep an eye on the sign up sheets to make sure that the next few sessions (at least) are filled in. Try to encourage everyone to do their part, but if there is an uncomfortable situation where a member consistently will not sign up, you do not need to resolve this yourself. Simply refer it onto a board member.
- As a key holder, you are exempt from the snack and craft.

- Orient new members and refer them to the online playgroup manual. Refer any questions you cannot answer to the appropriate executive. Chances are someone from the board will be a parent on your day.
- Act as a liaison for your day. Pass on any suggestions or comments from the members or yourself to the board, or encourage members to speak directly to them. Since it is a parent run group, all voices count.
- Keep an eye out for any drop-ins. Give them a welcome tour, and registration information (available in an envelope on the bulletin board).
- Encourage and monitor recycling of things like juice boxes, milk cartons, tins (coffee tins), paper/cardboard. Make members aware that there is a person assigned to recycling.
- Attend playgroup executive meetings when possible.
- When a new person joins the group, please give them a tour, welcome them to the day and check that they are registered.
- Check to ensure that all of your members are registered. The registration lists will be updated on the bulletin board by the registrar for your day.
 - It is important that all members be registered as they will not receive a volunteer position (vital to keeping the group running well), nor will they have contributed financially to the group's success.
 - If there is someone attending, but not registered, please refer the matter to your day's board member, or the registrar if no board members attend your session.
- In the event of that you cannot make it to playgroup (illness, holiday, personal reasons, etc.), please have the back-up keyholder for your day open and close group.
- Walk the back-up keyholder for your day through the role before you need to call upon them.
- SEE THE BACK-UP KEYHOLDER DESCRIPTION FOR DETAILS ON HOW TO CONTACT THEM, NOTICE TIMES, AND RESPONSIBILITIES.

RECYCLING

WEEKLY VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

The recycling volunteer:

- Brings home the recycling to recycle in your residential bin, or to a depot, on a regular basis.
- Washes the recycling bins at the end of December and June. Kitchen sized garbage bags will eliminate the stickiness in the bins and help with storage.

Note: The key-holder will help encourage and monitor the recycling of things like juice boxes, milk cartons, tins (coffee tins), paper/cardboard. They are to make members aware that there is a person assigned to recycling.

LAUNDRY VOLUNTEER

WEEKLY VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

The laundry volunteer:

- Brings dirty dishcloths in black mesh laundry bag home to launder on a regular basis.
- Brings the clean ones back in the white mesh bag to the back storage room.
- Tosses out any unsalvageable dishcloths and lets the purchaser know if more new dishcloths are needed.

CRAFT COORDINATOR/PURCHASER

WEEKLY VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

It is the responsibility of the Craft Purchaser to ensure that there are adequate craft and painting supplies available at all times during the operating year.

The Craft Coordinator/Purchaser:

- Is given a budget at the beginning of the Playgroup year (September) to keep the craft cupboard well stocked.
- Replenishes the supplies on an “as needed” basis.
- Does a review of the supplies on a monthly basis to ensure that cupboard is stocked.
- Works with the Craft Leaders for each party (Halloween, Christmas, and Year End) to ensure that there is adequate supplies for these events.
- The Craft Coordinator is to leave a list of the supplies available in the playgroup on the inside of the craft cupboard. Quantities of items are not required on the list.
- The general membership can offer suggestions or note dwindling supplies, by leaving a note either on the kitchen whiteboard, or in the craft cupboard itself.
- The Craft Coordinator is not responsible for Craft Cupboard clean-up, but should work with the Craft cupboard Organizer to ensure that supplies are where they should be in the cupboard and to make room or buy storage bags/containers for items that are small or easily disorganized.
- Please, no sparkles or glitter, as they are very hard to clean up.
- The craft coordinator is responsible for the playdough toys but not the playdough itself. This is made by other members.
- Wash the playdough toys at the end of each term (December and June), as general maintenance. The playdough toys should be cleaned by the members as they use them. Let a member of the board or the Volunteer Coordinator know if these items are not being cleaned regularly by the users.
- Work with the Craft Coordinator/Purchaser to clean the inside of the cupboard by removing all items and washing down the shelves at the end of each term (December and June).

Some suggestions for basic supplies:

Painting area:

- Paint
- Paint brushes
- Paint pots
- Paper
- Finger paint
- Painting smocks

Craft Cupboard:

- Construction paper
- Glue
- Glue sticks
- Stickers
- Markers (Washable only)
- Crayons
- Scissors
- Foamies
- Craft sticks
- Feathers
- Googly eyes

Suggested places to shop:

- Wal-Mart
- Toy's R Us
- Michael's
- Zeller's
- Dollar stores

CREAM AND MILK

WEEKLY VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

Duties as follows:

- Buy fresh cream, milk and French vanilla coffee creamer each week for coffee and tea.
- Write your name, and "Milk and Cream" on your receipt and put it in the treasurer envelope in the mail area in the back room. Reimbursement cheques will be left in your day folder in the mail slots in the back room.

Notes for purchasing:

- It is best if this position is held by a person attending playgroup on Mondays to allow for the best expiration dates for all and shopping on the weekend.
- Playgroup currently runs six sessions per week with a maximum of 25 adults per session. The volumes of each used can vary widely from week to week, and it will take some time to settle into a reliable pattern.
- As long as the expiry date is for the following week it is better to have extra supplies than not enough.
- Please note that Playgroup provides milk for tea or coffee, but not to be given as cups of milk for the children to drink.

CRAFT CUPBOARD TIDY

WEEKLY VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

Duties as follows:

- Keep the craft cupboard tidy and organized.
- Ensure that labels are clear, so that members can easily find what they need.
- Organize the leftover crafts.
- Organize the craft binder.
- Work with the Craft Coordinator/Purchaser to see what supplies need to be replenished or containers need to be purchased
- Work with the Craft Coordinator/Purchaser to ensure that the craft supply list is posted and complete.
- Remind members that there is a Craft ideas binder for their use if they need ideas for crafts.
- Work with the Craft Coordinator/Purchaser to clean the inside of the cupboard by removing all items and washing down the shelves at the end of each term (December and June).

PLAY DOUGH

Three Volunteers

WEEKLY VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

Ensure Play Dough is fresh and in abundant supply

Duties as follows:

- Three people share this task.
- The three playdough volunteers will be sent a schedule of when they are due to make playdough, so they will know when they are due to bring it in. Fresh play dough is needed for the first week of Playgroup, so one of the volunteers will be tasked with this initial week.
- Around 150 children come to playgroup each week the playdough needs to be replaced frequently to keep it hygienic.
- Bring play dough in a freezer bag with date marked in marker.
- There are three freezer bags (1 recipe each) in three colors
- Throw out the old playdough when bringing in the new supply.
- Attached is a recipe that we have used, but feel free to use a different one if preferred.

RECIPE:

1/2 C salt
1 C flour
2 tsp cream of tartar

Mix and add

1C water
1 tbsp Veg oil
2 drops food colouring

Cook over low heat until rubbery. Remove and knead until soft.

PAIN T CUPBOARD & EASELS

WEEKLY VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

Duties as follows:

- Keep the paints organized
- Throwing out empty paint
- Consolidate paints that are low
- Keep the cupboard tidy.
- Monitor the condition of the easels and the condition and quantity of the paints and brushes. Parents should keep easels clean on a daily basis, but keep an eye on them to ensure they're generally clean.
- If more paint, smocks, or brushes are needed then inform the Crafts Coordinator.
- If an easel is in need of repair attempt to repair it. If it is beyond repair and a new one is required, inform the Crafts Coordinator.
- Monitor the state of the smocks and do any minor repairs as needed – Work with the Costume Volunteer if you can not repair.
- Wash the smocks at the following intervals:
 - Start of the Fall Term – September
 - After the Halloween Party
 - Start of the Winter Term – January
 - End of March/Beginning of April
 - After the Year End Party
- Take the smocks home to launder them either overnight, over the weekend to be returned on Monday, or during a playgroup break (ie Spring Break, School Closures, Holidays, etc.)
- Clean all the paintbrushes and paint cups at the end of each term, as general maintenance. The paint brushes and cups should be cleaned by the members as they use them. Let a member of the board or the Volunteer Coordinator know if these items are not being cleaned regularly by the users.
- Clean the inside of the paint cupboard twice a year by removing all items and washing down the shelves at the end of each term (December and June).

BULLETIN BOARD LAYOUT & MAINTENANCE

WEEKLY VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

Duties as follows:

- Keep the bulletin boards organized and visually engaging.
- There are two bulletin boards:
 - The main one (large) upon entry in the snack area, and
 - The little one by the black board, behind the couch.
- Maintain large and legible headings on the bulletin boards for easy viewing from throughout the playgroup rooms
- Work with the Board to keep information updated
- Take off any items not approved by the Communications Coordinator or other Board Member

BOOKS & PUZZLES

WEEKLY VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

At the end of your playgroup visit, instead of helping with the general tidy up, you will:

- Tidy and organize all the books and puzzles.
- Try to keep the puzzle pieces with the puzzles (they are all numbered)
- If any items become too tatty or damaged throw them out and inform the Toy Coordinator.
- Absorb any donated items into the collection

MAIL COORDINATOR

WEEKLY VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

Once a week, collect the mail from our post office box and deliver it to playgroup. There are cubbies set up for various mail items to be delivered to. You will be given the collection address and info at the start of the playgroup year.

EVENTS

This section is devoted to the volunteer roles required to hold three playgroup parties each year and the periodic parent enrichment night. The three parties are:

- Halloween - Held the Friday Morning before Halloween,
- Christmas - Held on a weekend before the Christmas break in conjunction with the Mount Pleasant Community Association , and
- Year End - Held on a Friday Morning before the end of playgroup.

If you are to volunteer to help with the actual operations of an event(s) you will need to ensure that you can attend and be able to volunteer at the event(s), try to have help for your own children on-hand so that you can fulfill your volunteer role.

There is a Party Coordinator position on the board. Their role is NOT to organize all three events, but rather to provide oversight, ensure that all tasks are delegated and taken care of. Please read the Party Coordinator volunteer description under “Board Positions”.

PARTY TEAMS

(10 volunteers per party - including 5/6 area leaders)

EVENT VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

Each of the three parties will have a party team. A number of leadership roles are required to ensure that the workload is balanced and that all major tasks are covered. While there are leadership roles within the team it is the goal of the entire team to ensure that an event is successful. If you are on a party team please read “General Party Team Members” and “Suggestions for a Successful Party” after the party leadership role descriptions.

PARTY LEADERSHIP ROLES AND DUTIES

The team leaders should attend as many of the event planning meetings as possible and delegate tasks to the general team members.

Food Leader

- Work with the Party Coordinator to see what has been tried in the past.
- Get a list of caterers from the Party Coordinator
- Ensure that all food is nut-free
- Try to get a range of foods that accommodate as many people as possible (i.e. Vegetarians, Muslim, Jewish, Celiac, Shellfish Allergies, etc.). Not all foods need to meet the needs of a minority, however, options are always appreciated.
- Have ingredient lists, when possible, easily available the day of the party to help those with allergies.
- Estimate the food costs and give the estimate to the Party Coordinator before purchasing
- Arrange cutlery, napkins, plates, cups, table cloths, and condiments (where appropriate).

- Determine where the food and eating tables are going to go with the set-up leader.
- Purchase the food and coordinate a food pick-up and preparation team for the event.
- Submit receipts through the Party Coordinator to the Treasurer for remittance.
- Attend party planning meetings whenever possible.

Entertainment Leader

- Work with the Party Team and Party Coordinator to pick an entertainer for the party.
- Determine alternate entertainers if the first choice is unavailable.
- Ensure that any required equipment is rented if they do not have it (i.e mic and speakers)
- Toy/play structure rentals.
- Decide if you want to rent a toy from the toy library on Hadden Road.
- Determine where the rented play structures and baby areas are going to be with the set-up leader.
- Arrange monitoring volunteers for the day of the party for each of the play areas
- Decide if and how games are to be run
- Attend party planning meetings whenever possible.

Craft Leader

- Pick a craft or crafts for the party with the party team.
- Gather the required craft materials, where appropriate, well before the party and let the Craft Coordinator know what you need or have taken, so they can restock.
- Determine how you are going to protect the tables (i.e. disposable table clothes, garbage bags, paper, etc.) and purchase if required. Work with the food leader if disposable table clothes are to be purchased.
- Ensure that the craft(s) are age appropriate. For the Christmas Party one or two crafts for school aged children would be appreciated.
- Engage other volunteers to help make enough craft for the party ahead of time.
- Make some demonstration crafts.
- Determine the time of the craft and monitoring of the table
- Work with the set-up leader on where to put the craft.
- Be kind to the clean-up team and avoid glitter or very small items.
- Attend party planning meetings whenever possible.

Set-up/Clean-up Leader

- Work with the other team leaders to determine how to layout the upper hall.
- Work with the other team leaders as to how the various activities are to be set-up, and what materials are to be set-out the night before.
- Arrange to get the keys for the Upper Hall from the Hall Manager. Check with the hall booking Manager to find out if the hall is booked for that evening, and if not, they will give you the keys that you can keep until the next day.

- Arrange to get the Playgroup keys from the Playgroup Communications Coordinator
- Familiarize yourself with where the tables and chairs are and the upper hall space in general.
- Determine what decorations to use, how they are to be hung, and what needs to be purchased.
- Get the list of Set-up and Clean-up Volunteers from the Volunteer Coordinator.
- Draft an e-mail detailing what is expected of the set-up and clean-up volunteers for the event. Include:
 - Time to show up,
 - What is to be done, and
 - How the team will do it.
 - For the clean-up team include an area to meet in the hall, so they can find you as the party wraps-up.
 - Send this e-mail it to the Volunteer Coordinator for distribution and copy your Communications Leader, and Party Coordinator
- Set-up normally occurs the night before the event. Have a task list ready for the set-up volunteers, so that they can easily work on a given item.
- Bring a stereo and music to help get everyone in the party mood
- Unlock the Upper Hall and unlock the craft cupboard in the playgroup room.
- Things that will need to be set-up the night before:
 - Tables and Chairs – have the set-up plan posted somewhere clearly, so that you don't have to tell everyone where the tables go.
 - Table cloths – tape down where appropriate
 - Speakers and audio set-up and testing (if rented)
 - Craft Supplies
 - Toys and baby area (if desired)
 - Prizes and loot bags
- Have a few set-up volunteers willing to come the morning of for last minute items and to help the food leader set-up.
- For Clean-up familiarize yourself with the garbage procedure for the Hall
- Have a task list ready so that volunteers can quickly pick a task:
 - Kitchen clean-up
 - Eating area clean-up
 - Putting away tables and chairs
 - Craft area clean-up
 - Toy clean-up
 - Decoration Clean-up and storage
 - Loading items into cars
 - Final floor sweep
- Let the Volunteer Coordinator know who fulfilled their volunteer roles and who did not. It is expected that the set-up and clean-up volunteers donate at least 4 hours over two parties.
- Attend party planning meetings whenever possible.

Party Communications Leader

- The communications leader basically runs the meetings and with the Party Coordinator ensures that the overall party planning proceeds smoothly
- Schedule and Chair all team meetings after the initial meeting.
- Take basic minutes (or assign someone else other than a team leader to do this as you will be chairing the meeting).
- Keep a task list of who is doing what and when, to avoid having items fall through the cracks.
- Send out meeting reminders and minutes to the team
- Draft a rotation schedule for people to run or monitor elements of the party:
 - Monitor & refresh the food table,
 - Drinks
 - Craft
 - Play Areas
 - Santa
- Keep track of the party budget.
- Party Advertising:
 - Work with the Playgroup Document Editor and Graphic Designer to produce signs for the events
 - Work with the Party Coordinator on e-mails for the entire play group, which will then be sent to the Communications Coordinator for distribution.
 - For the year-end and Halloween parties, signs in the playgroup area and an email sent out is sufficient.
 - For the Christmas party, a sign is usually rented from Bryte Signs to be displayed on the lawn outside playgroup, and posters are made for playgroup, the skating rink, and the nearby school. Small posters (i.e. A4) are made and displayed in any local businesses that will allow it.
 - Communicate poster desires to the Documents and Graphics Volunteer, with ample turnaround time.
- On the day of the event help the Party Coordinator make any announcements and introduce the entertainment.
- Draft a synopsis of the event and work with the Party Coordinator to finalize
- Attend party planning meetings whenever possible.

Christmas Donation/Sponsorship Leader

Work with the Party Coordinator on Fundraising and Donations for the Christmas Party. This is only done for the Christmas party as it is the only party open to the community.

- Distribute the standard letter provided by the board to local businesses asking them for their support (usually food / door prizes). The letter should be on community association letterhead explaining the request
- There is a list of all businesses that have donated in the last few years that can be obtained from the Party Coordinator.
- All donors are listed at the party and thanked as part of the speech.
- Send letters of thanks to follow-up the donations.

- Things like juice boxes and coffee have also been donated in the past, which if not used in the party can be used in playgroup or donated to the food bank.
- A food bank donation box has been provided in past years, ensure that any giving element be on the posters.
- Collect the donations to the food bank and deliver it, or arrange a pick-up with the food bank.
- Attend party planning meetings whenever possible.

GENERAL PARTY TEAM VOLUNTEERS

Assist the party team leaders in organizing a fun and safe party for playgroup adults and kids.

Duties as follows:

- Attend some party planning meetings to discuss details of the party and tasks at hand.
- Brainstorm ideas with team.
- Assist team in completing the task(s) required (see below).
- Work within the budget to create a fun party.
- Communicate your progress on your task(s) to the Communications Leader or to the Party Lead under which the task falls (i.e. Fruit Tray pricing information would go to the Food Leader).
- As a general party team member you may be called upon to help with a number of organizational tasks and to monitor events during the party such as:
 - Entertainment
 - Food
 - Decorations
 - Craft
 - Treat bag
 - Donations (if desired)
 - Set-up and Clean up organization (Note: there is a separate set-up and clean-up team for the day)
 - Trick or Treat (Halloween)
 - Santa (Christmas Party)
 - Graduation (Year End)

SUGGESTIONS FOR A SUCCESSFUL PARTY

The following outlines in more detail the steps to getting to a successful party:

1. At the first party team meeting the Party Coordinator meets with those signed up to volunteer for the party, and tasks are assigned: craft, food, entertainment, decorations, treat bags, donations (if desired for Christmas). Some good brainstorming is helpful at this meeting. It is desirable for as many members of the committee as possible to participate first meeting. The party budget and task list is laid out for the party.

2. Crafts: Plan on one or two crafts. Some supplies may come from the playgroup craft cupboard, &/or additional supplies can come out of the party budget. Tables for crafts are set up on the side of the hall near the entrance.
3. Food: Halloween and year-end parties are pot-luck. Sign-up sheets are posted a few weeks before the party, and it works best to indicate categories, i.e. fruit/vegetables; cheese, crackers; sandwiches; desserts. Even though it is a “party” we need a bit of variety, and not all junk-food and sweets. The Christmas party is usually catered, as it is attended by the whole community and has a larger budget. Coffee, tea, sugar and apple juice can come from our playgroup supplies purchased by playgroup. The Milk and Cream volunteer can provide the cream/whitener, but needs to be informed ahead of time. (Sometimes juice and coffee are donated.) There is a large plastic jug kept in our storage space useful for serving diluted apple juice. There are coffee urns in the hall kitchen, instructions imprinted near the switch of the urn. Coffee/juice tables are set up near the kitchen.
4. Entertainment: Planning ahead will provide more options for a children’s entertainer. This is usually the biggest expense of the party. Some past entertainment has included clowns, magicians, musicians, and bouncy castles. Calgary’s Child magazine has a lot of good ideas. In addition, a couple of larger toys should be rented from the Toy Library on Hadden Road (i.e. roller coaster, battery operated riding train). Playgroup has a membership there. It’s inexpensive. Pick-up and return of the rented toys needs some consideration.
5. Decorations: The supply room through the toy room is a good place to look for decorations and supplies left over from previous year’s parties. A large poster announcing the party should be posted on our bulletin board several weeks before the party.
6. Treat-bags: These need only be done for the Christmas party. Small loot bags with purchased or donated trinkets/toys, and/or food, treat items are prepared for the kids to take home at the end of the party. If you wish to have something for children to take home for other parties, then simple items such as tattoos or stickers would suffice. **NOTE: In recent years we have opted not to make treat bags due to the high cost versus the value of the bag contents**
7. Year end Party: There is a Graduation Ceremony as part of the year end party, so ensure there is a sign up sheet posted for each day so people can sign up if it is their child’s last year. Graduation Certificates are to be created and printed for each child that signs up. Also purchase medals or token to give to graduating children. At the party there is a small graduation ceremony – there are hats in the back room.
8. Setting-up: Contact should be made with hall manager early in the planning stages of the party in order to book a time that you can get into the hall to set up. It is a lot easier to setup the night before a party instead of the morning before, but this depends on hall availability. For the Christmas party, the setup crew is often given a priority as it is a Community Association party, and the biggest one that we run. It is useful to have a key-holders set of keys to get into the toy room and

supply room and craft cupboard. Tables are stored under the stage. Chairs are in the coat room. Some of our own infant toys can be brought up for a baby-safe play zone.

9. **Clean-up:** In addition to members of the party committee, extra volunteers have been assigned to help with clean-up. The hall must be left in the same condition in which the space was received. The tables and chairs must be put away. The floors must be swept. If there were spills or if the floor looks dirty, it should be wet mopped. Mops and brooms are beside the stage. The garbage needs to be put in the bins outside the hall in the parking lot. The kitchen must also be left clean, supplies cleaned and put away. Someone still comes in behind us to clean the bathrooms and do any other required cleaning with the appropriate cleaning supplies and solutions.
10. **Receipts:** Individual receipts should be approved through the Party Coordinator and put in the treasurer's envelope for reimbursement. The treasurer can write a cheque for larger bills if required.
11. **Party Summary:** It has been useful in the past for the party coordinator to write a brief synopsis of the event, including recommendations, ideas that did or did not work so well etc for future party coordinators to use. (e.g. at previous parties parents have appreciated the fact that there were no balloons).

Party Set-up and Party Clean-up

(10 volunteers per party – 6 for Set-up and 4 for Clean-up)

EVENT VOLUNTEER POSITION

MOUNT PLEASANT PLAYGROUP

- This is a good volunteer option for someone without a lot of time to give, though we do ask that you give at least 4 hours in total.
- It requires you to commit to helping with at least two parties, which usually take about 2 hours to set-up and an hour to clean.
- Set-up can mostly be done the night before, which means if you can't commit to the party itself, you can still set-up the evening before.
- Some Set-up or Clean-up volunteers may be requested to help with food set-up the morning of the party depending on the party team size.
- There is a set-up/clean-up leader for each party who will have a task list ready for you to run through. Once all the tasks are complete you may leave.
- This can be a fun option as well, as you are encouraged to bring snacks and music to help the work go faster.

Set-up Tasks you may be asked to help with:

- Tables and Chairs
- Speakers and audio
- Table cloths
- Craft Table Set-up
- Toys and baby area
- Prizes and loot bags
- Decorations

- Food table set-up (day of)

Clean-up Tasks:

- Kitchen clean-up
- Eating area clean-up
- Put away tables and chairs
- Craft area clean-up
- Toy clean-up
- Decoration Clean-up and storage
- Loading items into cars
- Final floor sweep

PARENT ENRICHMENT COORDINATOR

EVENT VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

Lead the parent enrichment team in the organization of the parent enrichment nights through out the year. The coordinator is NOT to organize all of the events, but rather to keep the group focused on a few successful events, keep events on budget, and help with overall organization.

Duties as follows:

- Set-up meetings for the parent enrichment team
- Work with the Treasurer to determine a budget for the year
- Ensure meeting minutes are done and a task list kept
- Track the budgets and enrollment for each event
- Book either the Lower or Upper Hall for the event by contacting the Hall Manager as early as possible
- Arrange keys for the space required either through the Hall Manager or with the Communications Coordinator (Lower Hall only).
- Work with the team to decide how many enrichment nights are desired, what they will be and which member of the team will be primarily responsible for each night.
- Ideas for event presenters can be found through the Business Networking Volunteer, who will have a list of a number of entrepreneurs in the group and what they do. The entrepreneurs can use the event to give information and services, but are not to sell to the attendees at the event (i.e. No direct sales pitch parties like party lights, Amway, MaryKay, etc.).
- Send event advertisements to the Communications Coordinator and to the Pluse (the Mount Pleasant Paper) if the event is open to the community at large, as well as, playgroup.
- Communicate poster desires to the Documents and Graphics Volunteer, with ample turnaround time.

PARENT ENRICHMENT TEAM

(2 volunteers – not including the Coordinator)

EVENT VOLUNTEER POSITION

MOUNT PLEASANT PLAYGROUP

Help to organize parent enrichment nights for playgroup members.

What is Parent Enrichment?

Parent Enrichment Nights are events aimed at the adult members of playgroup. These commonly occur in the evenings and can have a cost associated. In the past the more popular events have been CPR for the whole family, and Parenting Power talks (i.e. toddler temper tantrums, toilet learning). Some ideas for future enrichment nights include: wine and cheese pairing, fashion 101, spa night for mother's day, food events, and basic plumbing.

Duties for the team include:

- Attend planning meetings
- Brainstorm events
- Determine the number of events for the year
- Put together a calendar of events for the year
- Stay on budget
- Invite guests to speak
- Each member will 'host' at least one event – This doesn't mean that you will give the talk, but rather you will:
 - Be the primary contact for that event – for both the speaker and members with questions
 - Work with the Enrichment Coordinator to book the venue
 - Book the speaker
 - Be at the event to introduce the speaker
 - Assist them when necessary
 - Help with set-up and clean-up (note: board members will help as well if they are attending the event)
- The events usually range from 1.5 hour to 3 hours (max) depending on the topic. 2 hours total is usually a good amount of time, with a break and questions to be included.
- These events are purely aimed at helping the parents in our group learn, socialize, and just have fun, so be creative.

PERIODIC VOLUNTEER ROLES

These are roles that either occur sporadically, or only once or twice a year. Some provide a great deal of freedom in what and where you fulfill your role (Business Networking, Costume Mending, and Documents and Graphic), while others occur at a specific time and date (Year End, Toy Clean-up, Toy Inventory, and Kitchen Clean-up).

BACK-UP KEYHOLDER

(6 - six positions available - one for each session)

PERIODIC VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

This role requires essentially that you are available for most weeks of playgroup to fill in for the Primary Keyholder and open playgroup for your day. Also, all seven back-up keyholder names will be provided to some of the weekly volunteers to fill in for when they have to be away:

- Recycling
- Cream and Milk Purchaser
- Laundry
- Bulletin Board
- Books and Puzzles
- Mail

NOTE: If you find that no one is asking you to fill-in for them, contact the Volunteer Coordinator, as we would like all members to donate *at least* 4 hours of their time over the year.

Duties include:

- Fill-in for the key holder in the event that they can not attend.
- Fill-in for the weekly volunteers listed if available when called upon. There should be 7 back-up keyholders for the weekly volunteers to call upon in the event they can not make it.
- The back-up key holder should only be responsible for a maximum of 6 to 8 playgroup days, including filling in for other weekly volunteers.
- If more days are required the volunteer coordinator should be informed. An arrangement can be made with the existing back-up keyholder to continue to fill-in the role of keyholder, or the volunteer coordinator will make arrangements with another volunteer to fill the role.
- The keyholder may make arrangements with a third volunteer in the event the back-up keyholder is unavailable. This volunteer should be directed to the keyholder role description and walked through the role before they are called on.
- It is the responsibility of the primary key holder to contact the back-up keyholder within 48 hours of the required fill-in day and to deliver keys. In the event of sudden illness the notification time may be relaxed.
- It is the primary keyholder's responsibility to recover the keys from the back-up keyholder.

- The primary and back-up keyholders can make alternative arrangements for key pick-up and drop-off if agreed upon by both parties.
- The key exchange location should not involve leaving the keys in an easily accessed, public location and should ideally involve a physical exchange.
- When a physical exchange is not possible please leave the keys in a secure private location.
- During the time that the primary keyholder is absent, it will be the back-up keyholder's responsibility to fulfill the role of primary keyholder.
- Read the keyholder volunteer description for detailed daily duties.
- Review the other weekly volunteer position descriptions that you may be called to fill-in for.
- The back-up keyholder is not required to attend board meetings (though of course, every member is welcome to attend any board meetings).

BUSINESS NETWORKING

PERIODIC VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

Liaise with business owners within playgroup to provide opportunities to advertise services to the playgroup community. The goal of this role is to give small business entrepreneurs in the group more exposure to grow their client base. This includes members who work on a fee for service basis under another business (i.e. Hair Dressers, Estheticians, some health care workers, etc.)

Duties include:

- Draft a notice introducing yourself and your goals, send to the Communications Coordinator early in the year and have it sent to the membership, asking them to respond to you if they would like to have their business included in the playgroup business network. Post on the bulletin board once the notice is approved by the Communications Coordinator.
- Work with the Bulletin Board Volunteer to have a space set-up for business networking
- Have a binder with business cards available to all playgroup members, with an index and categorized by business type. This will depend on the types of businesses in the group, but the following are an example:
 - Financial Services (Accountants, Financial Planners, Investment Brokers, etc.)
 - Health and Wellness (Acupuncture, Chiropractors, Dentists, Homeopathy, Massage Therapists etc.)
 - Arts (Music Lessons, Artists, Musicians, Writers, etc.)
 - Food (Catering, Restaurants, etc.)
- Working with the Parent Enrichment Team to pull together fun events for our members and opportunities for the entrepreneurs to advertise their skill.
- Work with the Volunteer Coordinator to assess talents available in the group and how to use them in their volunteer capacity.
- If possible feature a business type (ie all the acupuncturists) or an individual monthly on the bulletin board

- Encourage business owners to advertise through the Pulse and let them know the rates for Playgroup members.
- Find out what the logistics of web advertisements are and the costs involved to be on the playgroup website.
- Suggestion - Have a networking night – this can be used as a parent enrichment night.

COSTUME MENDING

PERIODIC VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

This role involves the mending, organizing, and general upkeep of the costumes. It can involve the creation of new costumes if the volunteer desires.

- Mend costumes when needed
- It is encouraged that you do this work from home to avoid pins and needles in the play area.
- At a minimum check on the condition of the costumes monthly
- Put a list of the costumes available inside the costume cupboard and a sheet with “Let me know if you see a tear” on the top for parents to report problems. Cross-off or date it when fixed.
- At the beginning of each term take home as many costumes as need repair, but through out the year avoid having too many costumes out of the closet for too long.
- You may approach the board with any costumes you would like to create for the group or any you would like to purchase. Contact the Toy Coordinator before buying any materials.
- Let the Toy Coordinator know when a costume is beyond repair and needing to be thrown out.
- The toy clean-up group is currently slated to clean the costumes at every toy clean-up. If you would prefer to lauder them let the Toy Coordinator know.

DOCUMENTS AND GRAPHICS

PERIODIC VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

Through out the year Playgroup needs to advertise or give notices with posters and external ads. This position was created to give playgroup posters and documents a more professional look. It is desirable that you have access to document editing and graphics software and be flexible to projects throughout the year.

Duties include:

- Creating posters for various events and notices
- Update the formatting of various playgroup documents,
- Let the board know the desired turn around time for you to produce a poster, either through the Communications Coordinator or the Volunteer Coordinantor

- Work with the Board on various documents and graphic's related projects
- Let the Board know when you will be away, so that if there is an event coming up we can arrange the posters ahead of time.

TOY CLEAN-UP

(At least 5 volunteers per clean up day, volunteers to attend 2 of 4 clean up days)

PERIODIC VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

Toy Clean-up Details:

- Assist with toy clean ups – there are four. You are required to attend at least 2 clean-ups to fulfill your volunteer commitment
- The Toy Coordinator arranges dates and times for the clean ups and contacts the Toy Clean Up Team. Cleanings are usually on weekends.
- You will be advised by the Coordinator of the date of clean up and to bring a bucket, gloves and rags. You must confirm your attendance. Cleaning the toys can be completed in less than 2 hours, but you need everyone to show up.
- If you are unable to make the clean up it is acceptable that you send a spouse or friend to replace them. If you are unable to find a replacement, ensure you advise the Toy Coordinator.
- See “Directions for Toy Clean-up Day” under the “Toy Coordinator” description in this document. Look in the Table of Contents to find the exact page numbers.

TOY INVENTORY

(5 positions available)

PERIODIC VOLUNTEER POSITION
MOUNT PLEASANT PLAYGROUP

Toy Inventory Details:

- The Toy Coordinator will contact you regarding the dates.
- Attend Toy Inventory at the end of the year.
- Should take approximately two hours. *NOTE: We do ask that you donate at least 4 hours of time to playgroup as volunteer. The Volunteer Coordinator may contact you for a small task during the year.*
- If you cannot be present it is acceptable that you send a spouse or friend to replace you. If you are unable to find a replacement, then ensure the Toy Inventory Coordinator is aware.
- Work as a team to determine and dispose of unsafe or worn out toys (includes books that are worn or ripped, puzzles - check for missing pieces & costumes, but not craft items).
- Brainstorm for new and updated toys/books/puzzles we could add.
- Ensure the Toy Inventory list is updated by a member of the team and given to the Toy Inventory Coordinator.

KITCHEN CLEAN-UP

(2 volunteers per clean up day, volunteers to attend 2 of 4 clean up days)

PERIODIC VOLUNTEER POSITION

MOUNT PLEASANT PLAYGROUP

DETAILS FOR KITCHEN CLEAN UP:

- Kitchen cleaning happens on the same day as the toy clean ups. It will be a Saturday morning and should take less than 2 hours. Volunteers need to bring their own rubber gloves. Cleaning supplies are provided by Playgroup.
- All cupboards are to be emptied and wiped out. Dishes are returned to the cupboards and any mismatched lids, obvious junk, etc is to be tossed.
- Fridge, sink and counter top are to be cleaned. Cutlery tray to be cleaned and organized and nothing else should be lying out on the counter top other than the dish rack and dish soap.
- The coffee maker is to be wiped down and cleaned internally with vinegar (found in back room). Run it through with a pot of vinegar as if you are brewing a pot of coffee and then run several cycles of water afterwards to rinse it.
- Top of stove is to be cleaned; inside is not necessary.
- If there are any miscellaneous dishes or items that you are not sure of, put them aside in a box and they will be dealt with. Occasionally some items from PHAS end up in the kitchen. Extra Playgroup supplies can be stored in the backroom (off the toy room).
- Tidy and organize the coffee cupboard below the coffee maker

YEAR END SHUTDOWN COORDINATOR

PERIODIC VOLUNTEER POSITION

MOUNT PLEASANT PLAYGROUP

Coordinate the Shut-down team of people to ensure all playgroup equipment and supplies are put away at the end of the playgroup year and that everything is properly stored for the summer.

A crew will have been through and cleaned all the toys before the shut down, so everything should be in good shape. If there is any damage you notice, please notify someone from the playgroup board.

Duties include:

- Ensure everyone on team is contacted and an appropriate time is arranged for everyone to meet. Get the list of Volunteers from the Volunteer Coordinator.
- Shut down should take about an hour.
- Ensure volunteers can be present, if they themselves cannot be present it is acceptable that they send a spouse or friend to replace them. If the person is unable to find a replacement, then contact the Volunteer Coordinator to determine if another playgroup member is available for the position.

- Because the Before and After School Care run a full time program over the summer it is necessary to remove a majority of Playgroup equipment from the main area. This includes:
 - Highchairs, easels, storing of all craft/paint supplies in cupboard and locking it, ensuring costumes are locked away, small tables are removed to back room.
 - Coffee maker cleaned and stored in back room and supplies stored in the back room.
 - Large and small climber removed (usually to a board person's backyard for the summer).
 - Bulletin boards cleaned off.
 - Any other equipment that we feel we would like to store.

YEAR END SHUTDOWN TEAM

(Four (4) Positions Available)

PERIODIC VOLUNTEER POSITION

MOUNT PLEASANT PLAYGROUP

Duties include:

- Ensure all playgroup equipment and supplies are to be put away at the end of the playgroup year.
- You will be contacted by the Year End Coordinator who will arrange an appropriate time for everyone to meet at playgroup. This should only take about an hour. *NOTE: Playgroup asks that you donate at least 4 hours of volunteer time. The Volunteer Coordinator may call on you to perform another small duty during the year*
- If you cannot be present it is acceptable that you send a spouse or friend to replace you. If you are unable to find a replacement, then ensure the Coordinator knows this.
- Because the Before and After School Care run a full time program over the summer it is necessary to remove a majority of Playgroup equipment from the main area. This includes:
 - Highchairs, easels, storing of all craft/paint supplies in cupboard and locking it, ensuring costumes are locked away, small tables are removed to back room.
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 - Any other equipment that we feel we would like to store.