



Woodinville Toddler Group Job Description EVENTS COORDINATOR

Summary: The Events Coordinator is responsible for directing and implementing 2-3 Family Fun Events per school year and the WTG fundraising efforts (if needed) in accordance with the Fundraising Mission Statement.

The fundraising culture of WTG is one thing that makes WTG so special; many other toddler groups in the area require mandatory participation in their fundraising efforts – with WTG it is entirely voluntary. We would like this to be maintained!

Estimated Time Commitment: 5-7 hours per month

Event Responsibilities

Plan and Coordinate 2-3 family events per school year.

- Fall Family Fun Night was usually the Family Dinner Party. Work with the teachers to select a restaurant, divide the classes (one teacher's classes per day has worked best in the past) and coordinate a craft or activity. This event will likely be changed in the future.
- Winter Family Fun Night is a musical concert (Tim Noah in 2021) and the Annual Baby Disco (to take place sometime in Feb).
- Work with the Board to figure out any additional events you'd like to plan and set dates/locations for input onto the school calendar (ex. Treasure Hunt at Cottage Lake Park sometime in Spring, etc.). Set up committees to help plan and execute the events as necessary. These events can also be fundraisers as deemed necessary by the board but often are not.
- End of Year Picnic. Planning includes choosing and reserving the park space (or other location), selecting entertainment (if any), arranging food sign up sheets if a potluck style picnic is held, and coordinating the CC's to assist with day of preparations and clean up.

Coordinate and order WTG shirts.

- Some years a large order is placed to achieve a bulk discount price; which may leave a large amount of various sizes to be used for future years. Shirts are sold at cost, to encourage families to purchase and wear them, and to allow us to sell them on request year-round (which is not allowed with "fundraising").
- Shirt orders are prepaid by families typically in Sept/October. It is helpful to have logo-wear displayed in the classrooms. Copy order forms with guidelines for distribution, work with Class Coordinators to collect completed order forms with payment, turn in the bulk order, and distribute merchandise. A second order in the spring is optional (Sweatshirts were ordered in Spring 2020 for the board and teachers. This could be an option in the winter quarter to offer to the whole school.)
- Event Coordinator must attend (or recruit someone to be there on EC's behalf) Orientation in the Fall to sell WTG shirts to the new families there. It is often a huge success.

Provide the instructors with a list of volunteer positions that may be needed throughout the year (August meeting). The list will be included with the orientation night volunteer sign-ups.

Advertise Events. Work directly with the Marketing Coordinator to create and distribute fundraising advertisements and updates via the website and Facebook. Secretary can create fliers for events if needed.

Collaborate with Class Coordinators to distribute event updates, etc. to their respective classes.

Write a year-end report detailing your efforts, including amounts earned, what worked and didn't work, copies of communications to the WTG community (including welcome email and event advertisements) and recommendations for the future.

Fundraising Responsibilities

(The Board & Teachers will determine if Fundraising is necessary/needed for that school year.)

Fundraising Mission Statement:

Fundraising for the Woodinville Toddler Group helps us better achieve our mission to enrich parenting skills, provide a developmental curriculum, build a community of support, and play, learn and explore. Monies earned through fundraising and donations will be used to provide fee-waivers, enhance classroom supplies/curriculum, family events and supplement our parent education programs, benefiting students, parents and the community.

Develop a plan and monetary goal for WTG Fundraising throughout the year, including a strategy for soliciting general cash donations; review prior Fundraising Coordinator's year-end report; research and implement matching donation programs from companies. Some years may have little or no fundraising goal, but others may have more depending on the budget for the year. Work with the Treasurer to set the monetary goal for the year.

Develop the events and fundraising calendar. If fundraising is necessary, communicate events and fundraising plan to the Board and present your calendar/suggested dates at the August meeting. Recent easy-to-implement partnerships include Mabel's Labels and Dutch Mill Bulbs.

Familiarize yourself with policies and rules with regard to fundraising. There is not a limit to the amount of money that can be earned, but there are rules to how it can be spent. For example, if you tell the membership you are fundraising for a specific item, 100% of that money must be used on that.

Cultivate a fundraising committee to assist with your efforts.

Board Duties: Attend all monthly board meetings. Attend Board Set Up in August and Board Clean Up in May (children welcome). Keep electronic files organized and up-to-date. Check email and mail folder in the green crate on a weekly basis.

Physical Items Held at the Home of the Event Coordinator:

- N/A

To Show Our Appreciation: This position is not allowed to be compensated, as Board Members have voting rights and for insurance purposes must be volunteers. In order to recognize the hard work of all board members, WTG holds a Board Appreciation event at the end of the year. All families who attend WTG, including board members, are eligible to apply for a Fee Waiver, if needed.

Calendar for Event Coordinator Responsibilities	
Month	To Do
May (Attend If Possible)	<ul style="list-style-type: none">• Meet with previous Events Coordinator to transition duties• Begin brainstorming ideas of possible events for the upcoming school year

June (Beginning of New Board)	<ul style="list-style-type: none"> ● Create calendar of events for events and submit to board for approval. ● Contact the shirt printing company to ensure all is in place of new shirts to be ordered. Decide which colors/styles will be offered and update prices as necessary. ● Family Dinner Party – talk to board about date, book venue.
July	<ul style="list-style-type: none"> ● Maintain ongoing duties
August	<ul style="list-style-type: none"> ● At the Board meeting, discuss Fundraising needs and possibly provide options ● Attend mandatory board set-up day ● Arrange t-shirt sales. Devise a plan for ensuring shirts will be ordered in the first week or two of classes. ● Attend open-house to offer t-shirt sales.
September	<ul style="list-style-type: none"> ● Finalize any plans made during the summer for fall/winter events. ● Sell tshirts to classes ● Maintain ongoing duties
October	<ul style="list-style-type: none"> ● Manage Fall Family Fun Night (Family Dinner Party Event) ● Write Family Dinner Party Event review & evaluation ● Maintain ongoing duties
November	<ul style="list-style-type: none"> ● Check in and finalize any previous plans made for upcoming winter events. ● Manage Winter Family Fun Night ● Write Family Fun Night event review & evaluation ● Confirm Church is available for Family Fun Night next year
December	<ul style="list-style-type: none"> ● Maintain ongoing duties ● Book the End of the Year Picnic location. ● Request certificate of insurance for End of Year Picnic ● Baby Disco is usually held during the winter quarter – can include fundraising if necessary.
January	<ul style="list-style-type: none"> ● Create Baby Disco volunteer lists. ● Purchase Baby Disco materials. ● Request/Submit any outstanding documents in order to book End of the Year Picnic location
February	<ul style="list-style-type: none"> ● Manage Baby Disco ● Write Baby Disco event review & evaluation ● Confirm location booked for EOY picnic
March	<ul style="list-style-type: none"> ● Start planning End of Year Picnic for families
April	<ul style="list-style-type: none"> ● Create and distribute EOY Picnic volunteer lists ● Create and distribute EOY Picnic potluck lists
May	<ul style="list-style-type: none"> ● EOY Picnic ● Write EOY Picnic review & evaluation ● Archive all emails, organize Event Coordinator materials, and finalize Year End Report with event reviews & evaluations for the incoming Event Coordinator ● Attend mandatory board clean up day ● Clean up email inbox and Shared Drive