



WTG Board Positions

Position	Job Description/Responsibilities <i>*All Board Members, including Class Coordinators, are required to attend Monthly Board Meetings</i> <i>**Compensation: Not permitted. A Board Appreciation event is held at the end of the year.</i>	Estimated Time Commitment	Peak Busy Times
President	The President provides general leadership and overall supervision of WTG's business affairs. Primary duties include coordinating monthly board meetings, overseeing other board positions and serving as a liaison between WTG and NUCC. The President is also responsible for organizing class coordinator training for incoming CCs, presiding over membership meetings, updating lease and teacher contracts, and organizing an End of the Year Board Appreciation Event.	15-20 hours/month; variable	Summer - class coordinator training, WTG orientation and the first board meeting; Spring - incoming board transition
Registrar/VP	The Registrar is responsible for registering families for the current year and coordinating registration for the following school year. Additional responsibilities include directing inquiries to the cooperative, managing Jovial (our preschool management system), and checking and maintaining any mail, voicemail or emails received. The Registrar also acts as a vice-president for the cooperative.	10-20 hours/month; variable	July, late August, early September for current year; February/March for the upcoming year
Treasurer/VP	The Treasurer manages all of WTG's financial affairs, including budget creation, quarterly tuition collection, bill payments, submission of tax forms to the accountant. The Treasurer also oversees WTG's Fee Waiver Program, and works with a bookkeeper (new 2021) for bank account reconciliation	10-20 hours/month; variable	Tuition Collection 3x/year; Summer - learning software, finalizing budget
Event Coordinator	The Event Coordinator is responsible for planning and implementing 2-3 Family Fun Events per school year, the End of the Year Picnic, WTG's Family Fun Night, and WTG T-Shirt Sales. The Coordinator also directs any fundraising efforts in accordance with WTG's Fundraising Mission Statement during years when the Board decides to do so.	8-10 hours/month; variable	Fall – T-Shirt Sales; Week(s) around Scheduled Events; June – End of Year Picnic
Safety and Facilities Coordinator	The Safety and Facilities Coordinator is responsible for the safety and maintenance of WTG, acting as a liaison with NUCC and assisting the Safety Coordinator, as needed. The Coordinator completes/schedules repairs or replacements of any items used at WTG to ensure a safe environment. The Coordinator is also responsible for organizing the play yard clean up prior to the start of the school year, scheduling carpet cleaning two times per year, and arranging to have play yard chips delivered on applicable years.	5-7 hours/month	Late Summer, before the start of the Year
Marketing Coordinator	The Marketing Coordinator creates a marketing plan to retain current families, re-enroll WTG Alumni, and attract families from the greater Woodinville and surrounding areas. The Coordinator is also responsible for advertising WTG events and activities, updating and printing all marketing materials, managing social media (i.e. Facebook), scheduling Open Houses, and organizing WTG's participation in the Celebrate Woodinville parade.	12 hours/month	Summer, before school begins- Celebrate Woodinville Parade and Duval Days; Fall & Spring - Open Houses & Enrollment Marketing
Webmaster	The Webmaster organizes and updates the WTG website on a regular basis. The Webmaster is responsible for content creation for the website to keep members informed of activities, plans, and schedules.	2 hours/week; 8-10 hours/month	August, before school year begins; During Enrollment Kick-Off in the Spring
Secretary	The Secretary takes minutes of the meetings of members and of the Board of Directors, sees that all notices are duly given in accordance with the provisions of the bylaws, is the custodian of the	3-5 hours/month	September – collection of immunization records,

	corporate records, creates flyers for WTG events as needed, and in general performs all the duties incident to the office of Secretary. The Secretary is also responsible for reviewing and maintaining all of WTG's Immunization records.		preparing for school year; Monthly Minutes for Board Meetings
Class Coordinator (one per class)	Class Coordinators ("CCs") serve as a liaison between the parents, instructors, and WTG Board. CCs are responsible for sending out weekly email communication, organizing optional social gatherings, collecting and tracking quarterly tuition, as well as organizing the snack, vacuum, and classroom preparation schedule each quarter. CCs also work with instructors to plan and organize class potlucks prior to the start of the year, collecting required paperwork from each family at that time. In addition, CCs work with the Event Coordinator to implement the End of the Year picnic.	2 hours/week; 8 hours/month	Mid-August/September - initial contact with families, preparation of class roster and responsibility chart, class potlucks; Quarterly Tuition Collection



WTG Support Positions

Position	Job Description/Responsibilities <i>*Support Volunteers are not required to attend Monthly Board Meetings, but are always welcome! **Compensation: Not Permitted. WTG may offer a small token of appreciation at the end of the year.</i>	Estimated Time Commitment	Peak Busy Times
Children's Librarian	The Children's Librarian shall procure, update, repair and maintain the children's library. S/he is responsible for distributing book order flyers, placing the orders and disbursing the books when received. Plan to do a <i>minimum of five book orders per year</i> . The Children's Librarian is also responsible for maintaining the theme-based laminate board in the blue room.	≈1-2 hours/month	5 Book Orders/school year
Parent Education Librarian	The Parent Librarian shall procure, update, and maintain the parent library. S/he shall oversee the check-out system and card new books.	≈1-2 hours/month	Prior to School, May/June - Library Inventory
Purchaser	The Purchaser will purchase items on a monthly basis for use in the classrooms and the WTG facility. S/he will research cost for new equipment or capital investments.	≈1-2 hours/month	Fall Quarter
Yearbook Coordinator	The Yearbook Coordinator is responsible for coordinating and creating the WTG yearbook. S/he is also responsible for scheduling and coordinating school photos during Spring Quarter. In addition, s/he may consider forming a committee (of both volunteers and Class Coordinators) to help photo document the WTG program throughout the school year. Attendance at Board Meetings from February-April is not required, but highly encouraged to help facilitate yearbook creation.	≈2 hours/month	Spring - Yearbook production and School Photos



WTG Clean Up Team

Position	Job Description/Responsibilities <i>*Clean Up Team Members are not required to attend Monthly Board Meetings, but are always welcome! **Compensation: Toy Cleaners – 50% reduced tuition</i>	Estimated Time Commitment	Peak Busy Times
Monthly Toy Cleaners (2-3 volunteers)	Monthly Toy Cleaners are responsible for thoroughly cleaning and sanitizing classroom environment and toys. Two to three people work to complete this task once a month.	≈2 hours/month	N/A