NW INDIANA

Homeschool

CO-OP

Leadership Position Responsibilities

Committee Responsibilities

LEADERSHIP RESPONSIBILITIES

Director

- Oversees the general functioning of the co-op and is the touchpoint for all members
- Manages co-op finances
- Maintains the co-op website
- Secures location for class meetings
- Opens and closes buildings for all class meetings
- Pays all necessary bills and field trip payments for the co-op
- Runs information sessions and orientation
- Greets members and maintains daily attendance sheet
- Handles lost and found
- Fills in when and where necessary during classes

Early Childhood Coordinator / Preschool Lead Teacher

- Runs preschool program
- Provides appropriate education for all children within the preschool program
- Communicates with the early childhood assistant(s) about expectations for the program
- Communicates with the director regularly
- Maintains recorded observations about each child in the program
- Communicates with parents about children's progress in the program

Academic Coordinator

- Works closely with the director to choose classes for the semester
- Assists in creating the semester class schedule
- Maintains supply closet
- Fills in when and where necessary during classes

Morning Meeting Leader

- Plans and lead the morning meeting weekly

Nursery Leader

- Leads nursery activities
- Works with the nursery volunteers and maintains volunteer schedule
- Interacts with children in the nursery and attends to their needs
- Sets up and cleans up the nursery weekly, including storing toys in their totes

Field Trip Coordinator

- Leads the field trip committee
- Reaches out to potential field trip contacts
- Schedules field trips for the co-op and lists them on the website

Events Coordinator

- Leads the events committee
- Sets up and cleans up the building before and after the event
- Ensures that associate members fulfill their clean up duties for their chosen party
- Plans events for the co-op, including event activities such as games, crafts, etc., together with the events committee
- Posts potluck sign up at least three weeks prior to the event
- Manages the co-op Square account for any concessions sold at any co-op event

Facilities Coordinator

- Leads the facilities committee
- Creates a schedule for the semester to ensure that every class meeting will have sufficient people to set up and clean up
- Set up tables and chairs prior to classes starting
- Ensures that the clean up checklist is completed weekly

Fundraising Committee Chair

- Leads the fundraising committee
- Reaches out to potential places in which the co-op can coordinate fundraisers
- Coordinates at least one fundraiser each semester for the co-op
- Manages funds raised, reporting the total to the director
- Sends funds raised to the co-op PayPal account within 24 hours of the end of a fundraising event

COMMITTEE RESPONSIBILITIES

Field Trips and Events Committee

- Works closely with the field trips coordinator to find and secure at least three field trips per month for the co-op
- Reaches out to potential field trip contacts
- Works closely with the events coordinator to plan at least four events per semester
- Plans event games, crafts, and activities
- Decorates for the events

Facilities Committee

- Works closely with the facilities committee coordinator to ensure that the building is set up and cleaned up before and after each class meeting
- Moves tables and chairs to their needed location prior to classes starting for the day, and ensures that they are back in the original place at the end of the day
- Assists in setting up the preschool and nursery areas if needed
- Sweeps and mops the floor
- Cleans bathrooms and other messes in the main rooms of the community center
- Empties garbage cans at the end of the day

Fundraising Committee

- Works closely with the fundraising committee chair to secure fundraising opportunities for the co-op
- Helps promote fundraisers within the co-op and to the public