



# Seymour Heights Play-Based Programs

800 Lytton Street  
North Vancouver, BC V7H 2T1  
604-929-1813

## JOB LIST

### EXECUTIVE POSITIONS:

1. **Enrollment** - Working with the school administrator to onboard new families.
2. **Fundraising** - Plan and organize fundraising events throughout the year including the annual Pub Night.
3. **Maintenance** - Organize and supervise Housekeeping (contract) as well as these current parent jobs: Fix-It, Yard & Garden and Housekeeping.
4. **President (Elected)** - Overall school operations, chairs executive and general meetings.
5. **Treasurer (Elected)** - Handles finances and keeping records.
6. **Vice President (Elected)** - Assists President, handles Grant applications, co-ordinates beginning and end of year clean up and arranges teacher gifts.
7. **Secretary (Elected)** - Takes meeting minutes for all executive and general meetings as well as manages the school's Google Drive files.
8. **Special Events** - Plans, organizes and advertises the various school special events.

### NON EXECUTIVE POSITIONS:

9. **Website** - Maintains the school website.
10. **Emergency Preparedness** - Review and maintain emergency preparedness equipment and kits.
11. **Fix-It** - Main fixer upperer (!) inside and outside the school.
12. **Housekeeping** - Responsible for recycling, laundry, compost and garbage.
13. **Parent Education/Refreshments** - Arranges speakers and refreshments for Parent Education Nights.
14. **Treasurer Assistant** - Assists the treasurer.
15. **Yard and Garden** - Cleans and maintains yard, garden and shed.
16. **Newsletter** - Creates and publishes monthly parent newsletter.

A committee will assign non-executive jobs and will do their best to match families, talents and special circumstances to each job. They will try to honour your "top three" favourites, but may need to assign you something different. Please know that EVERY JOB at the preschool is valuable and important to the smooth running of our facility. Thank you!

My top three job  
choices would be

PARENT NAME:

PHONE #:

INITIAL: