



As each has received a gift, use it to serve one another, as good stewards of God's varied grace. (1 Peter 4:10)

JOHN KNOX CHRISTIAN SCHOOL

As a community of Christian parents/guardians, teachers and supporters, drawn together from many churches, we believe that we are called to provide an education for our children which acknowledges the sovereignty of God, the Lordship of Christ, the authority of God's Word and the power of the Holy Spirit in all of life. Parents, members and supporters are committed to involvement in all aspects of our school. This includes sharing the financial responsibility for its operation and providing a multi-use facility as is necessary for the school's need, growth and excellence.

VISION STATEMENT

John Knox Christian School is recognized within the community as a leader in Christian elementary education through excellent programs, facilities, and resources to better equip children to live and serve in God's world.

MISSION STATEMENT

John Knox Christian School educates the whole child through excellent Christ-centred programs within a Christian community, to live and serve in God's world.

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THE G.I.F.T.S. PROGRAM

GETTING INVOLVED FOR THE STUDENTS– A New Beginning

John Knox Christian School is made up of over 350 individual students, 190 families and over 25 staff. Individually we make up our classrooms and our student body. Together we make up the John Knox Community.

Volunteering is an integral part of the John Knox Community. To encourage the participation of our membership and build the strength of our community, the G.I.F.T.S. Program requires each family to volunteer 30 hours of time and services over the course of the school year. Through this G.I.F.T.S. Program the experience, talents and time of each family are woven into the fabric of the John Knox community. Not only does this program remind us of the importance of volunteering and service, but it also helps to keep down the operational costs of the school. Experience has also shown that parent participation with and/or within the school has a direct positive impact on student performance.

Welcome to the New G.I.F.T.S. Program. A program where a volunteer job or opportunity is outlined and available for each family in the community. A program where parent participants are no longer required to tally their hours throughout the year. A program where teachers are doing what they do best – educating our students; and parents are provided with a framework within which they can easily attain their required commitment. Most importantly, a program which shows to our students, by its very acts and deeds, the importance of our John Knox Christian School community and the teaching of our Lord that to give is a show of our faith and you shall reap what you sow.

The G.I.F.T.S. Program applies to all families with children who attend John Knox Christian School. The program begins in September and runs through to the end of August following the school calendar year. Parents will be asked to register for their G.I.F.T.S. roles in June of each year for commencement the following September. Families that enter the school mid-year will have their number of hours prorated, but will also be required to register for a G.I.F.T.S. job.

The G.I.F.T.S. Program will be co-ordinated by the Volunteer Co-ordinator, and overseen by the Community Representative of the Board of Directors of John Knox Christian School. Any questions, comments or concerns are to be addressed to the Volunteer Co-ordinator via e-mail at volunteer@jkcs-oakville.org.

“You will be made rich in every way so that you can be generous on every occasion and through us your generosity will result in thanksgiving to God.” (2 Corinthians 9:11).

LEGEND OF SYMBOLS



This role can be completed at home.
Perfect for a stay-at-home parent.



This role requires attendance at school.



This role has responsibilities during daytime/school hours.



This role has responsibilities during evening hours.



This is a co-ordinator's role. You will lead and work with a team.



This is deemed to be a part-time role. You will be required to complete another role to fulfil your G.I.F.T.S. hours requirements.



This role works for special events and school celebrations.



This role works in the classroom.

GREAT LEADERSHIP IS APPRECIATED


Co-ordinator Roles Available

Volunteer Co-ordinator

Chair, Human Resources Committee

Used Uniform Co-ordinator


Yard Duty Co-ordinator

Class Social Co-ordinator 

Pizza Lunch Co-ordinator 

Hot Dog Lunch Co-ordinator 

SK Graduation Co-ordinator 

Grade 8 Graduation "Day-of" Co-ordinator 

Grade 8 Graduation Event Co-ordinator

Hospitality Chair

Shop and Support Co-ordinator

Alumni Relations Co-ordinator

Parent Education Co-ordinator 

SCHOOL ORGANIZATION

Volunteer Co-ordinator



As Volunteer Co-ordinator, you are a key factor in ensuring a viable and dynamic school. Working closely with the staff and Board of Directors, the Volunteer Co-ordinator works to build and maintain a strong community environment among our JKCS families and community.

·When and Where: This job may be completed at home, but will also require occasional attendance at JKCS during school hours.

·Time Commitment: 4 hours per month, including the summer months of July and August

·Number of Team Members: 1 volunteer required.

·Reporting: Direct report to the Principal and Community Director of the Board of Directors of JKCS.

·Training/Special Skills: Leadership and organizational skills are an asset for this role.

·Job Description: The Volunteer Co-ordinator serves JKCS by providing direction, administration and oversight of volunteers accessible to staff and teachers. You shall direct and oversee, relying on the concept of team-building, the implementation of the G.I.F.T.S. Program and maintenance of the G.I.F.T.S. Directory for all JKCS members and parents. The Co-ordinator will complete the work necessary to fully serve and support the programming, curriculum and events of JKCS.

·Supplies: A contact e-mail shall be provided by JKCS

·Police/Criminal Records Check Required: Yes

Human Resources Committee – Overview

The mandate of the Human Resources Committee is to work collaboratively with both the Board of Directors and JKCS staff concerning matters related to staff care, staff development, staff recruitment and retention, and performance management. The Committee consists of the Principal, the Chair of the Committee and 4 volunteer parents. The Human Resources Committee supports and leads staff through programs and initiatives that are consistent with the school's vision. Those interested in joining the Human Resources Committee can contact the Chair, Human Resources Committee for additional information.

Chair, Human Resources Committee



·When and Where: This role can be completed by a stay-at-home parent, though the ability to attend for evening meetings and/or interviews is required.

·Time Commitment: The Chair of the JKCS Human Resources Committee chairs a meeting of the Human Resources every 2 months in addition to attending 2 staff meetings during the year and

attending Board meetings as required. The Chair of the Human Resources Committee is appointed for a two year term, with the possibility of a third year.

·Number of Team Members: 1 volunteer required.

·Reporting: Direct report to the Board of Directors of JKCS.

·Training/Special Skills: No training is required, though organizational skills and familiarity with staff hiring and human resource issues is a definite asset for the position. The Chair is required to be familiar with JKCS staff policies.

·Job Description: Working with the Principal, the Chair of the Human Resources advances the mandate of the Human Resources Committee and assists with any human resources issues which may arise. In addition to staff hiring, the Chair is responsible for the annual nomination process for the Board of Directors and all committee members. The Chair works directly with the Human Resources Committee, the Principal and liaises with the Contract Partnership Committee on matters, including the Staff Survey. In addition to chairing the Human Resources Committee meetings, the Chair schedules the meetings, drafts and distributes the Agenda prior to the meetings. Finally, the Chair drafts the reports to the JKCS membership presented at the Fall and Spring membership meetings.

·Supplies: N/A

·Police/Criminal Records Check Required: Yes

Public Relations and Marketing Committee



As a member of this team you will work with the Communications and Public Relations Chair, to develop relationships with both the internal and external JKCS communities by identifying and pursuing opportunities to engage the community in our school and its activities.

·When and Where: The responsibilities of this role can be completed at home at your convenience. Attendance at occasional evening meetings may be required.

·Time Commitment: 3 to 4 hours per month.

·Number of Team Members: 6 volunteer team members required.

·Reporting: Direct Report to the Public Relations and Communications Director

·Training/Special Skills: No special training required, though previous work and relationship experience with media relations and social media is an asset to the team.

·Job Description: Working with our PR and Communications Director, you will work with media outlets, social media and appropriate agencies to spread the word about JKCS, our programs, school and community activities, events and opportunities. Included in these responsibilities will be the marketing and advertisement of John Knox Christian School Open Houses to the community. The focus of this team will be to increase and maintain enrolment levels for JKCS, as well as introduce JKCS to potential community partners and sponsors.

·Supplies: N/A

·Police/Criminal Records Check Required: Yes

Used Uniform Co-ordinator



·When and Where: This role is perfect for a parent who is able to attend at the school one to two hours per month.

·Time Commitment: 1 to 2 hours per month, as well as the availability to meet parents for scheduled appointments as required. Greater commitment will be required in lead up to the Used Uniform sales, including attendance at the school on sale days.

·Number of Team Members: 1 volunteer required.

·Reporting: Direct report to the JKCS Office Administrator, with financial report to the Financial Administrator.

·Training/Special Skills: None required, though experience with Excel spreadsheets to track sales would be an asset for this position.

·Job Description: Working throughout the school year, you will collect used uniform donations in order to sort, price and tag the items for purchase by JKCS parents. Once sorted and priced you are required to deliver and arrange the clothing items in the JKCS loft. When uniform pieces are requested by parents throughout the year, you will attend at JKCS to show the parents the available uniform items. Otherwise, items are organized and sold at the semi-annual JKCS Used Uniform sale, for which you will co-ordinate all volunteers. Finally, once or twice a year, you will deliver damaged or unusable uniforms and clothing items to Bibles for Missions, located 10 minutes away from the school in Mississauga.

·Supplies: N/A

·Police/Criminal Records Check to Required: Yes

Used Uniform Sale Volunteer



·When and Where: This role requires attendance at the school for the Used Uniform Sale held twice each year: once in the fall and once in the spring.

·Time Commitment: Volunteers are required to assist with set up and running of the sale which is conducted after school hours twice each year.

·Number of Team Members: 6 volunteers are needed. Your commitment would be to each of the fall and spring sales.

·Reporting: Direct report to the Used Uniform Co-ordinator

·Training/Special Skills: None required.

·Job Description: Twice each year, you will help with the set-up of the Used Uniform sale, as well as work at the sale to assist customers and complete sales. Though availability throughout the sale hours is preferred, we will also accept those who are able to work only a portion of the Used Uniform sale hours.

·Supplies: N/A

·Police/Criminal Records Check Required: Yes

Yard Duty Co-ordinator



- When and Where: This role is ideal for a stay-at-home parent. All responsibilities are completed at home at your convenience.
- Time Commitment: 2 to 3 hours per month
- Number of Team Members: 1 volunteer required.
- Reporting: Direct report to the Office Administrator, with indirect report to the Volunteer Co-ordinator
- Training/Special Skills: None required.
- Job Description: You will be responsible for co-ordinating all yard duty volunteers, preparing and distributing the monthly yard duty calendar. As Yard Duty Co-ordinator you will be responsible for ensuring that appropriate yard duty monitors are available for each lunch hour and special lunch events. As Co-ordinator, you will also be required to act as a Yard Duty Volunteer twice per month throughout the year.
- Supplies: You will be required to have an e-mail address for communication with all yard duty volunteers and the JKCS Office Administrator.
- Police/Criminal Records Check Required: Yes

Yard Duty Volunteer



- When and Where: Yard Duty Volunteers attend at JKCS during the 1 hour lunch period (12:55pm through 1:45pm). Assistance is required in each of the senior and primary yard areas.
- Time Commitment: 1 hour per week, a minimum of three times per month.
- Number of Team Members: 15 volunteer team members are required.
- Reporting: Direct report to the Yard Duty Co-ordinator. On the field, yard duty volunteers report to the JKCS Principal.
- Training/Special Skills: None, though first aid training is an asset.
- Job Description: Joining the staff yard monitor, you will monitor the students during the outdoor lunch recess to ensure school rules are adhered to and play is safe for all students.
- Supplies: N/A
- Police/Criminal Records Check Required: Yes

Lost and Found



- When and Where: This role is ideal for a parent who has some available time when dropping their child off, or picking their child up from school.
- Time Commitment: 2 to 3 hours per month
- Number of Team Members: 1 volunteer required.
- Reporting: Direct report to the Office Administrator
- Training/Special Skills: None required.
- Job Description: Attend at school to sort the Lost and Found items each month. Identify labelled items and provide these to the Office Administrator for easy return to the identified student. Once per month you will photograph the Lost and Found items for inclusion in the

Parent Update, set up Lost and Found tables in the school foyer for review by all students and parents and dispose of all unclaimed or unusable items which have remained unclaimed for two months or longer.

·Supplies: None. A digital camera for the photos is available from the school.

·Police/Criminal Records Check Required: Yes

“Humble Servants”    or 

From time to time we will require additional “special event” volunteers to ensure that events run smoothly. These events include the Meet the Teacher Afternoon, the Welcome BBQ, the High School Information Night, the Bowl-a-Thon and the Golf Tournament. These opportunities, as well as their time commitment and reporting responsibilities, will be advertised by the Volunteer Co-ordinator in the weekly Parent Update and on the JKCS website. For those parents who are able and available, these opportunities offer a wonderful chance to meet parents and students from different grades and to develop a deeper connection to John Knox.

EDUCATIONAL SUPPORT

Class Social Co-ordinator   

·When and Where: This job may be completed at home at your convenience.

·Time Commitment: 2 hours each month

·Number of Team Members: 3 volunteers required, 1 each for Primary, Junior and Senior classes.

·Reporting: Direct report to the Volunteer Co-ordinator

·Training/Special Skills: None

·Job Description: The Co-ordinator works to schedule and co-ordinate class parties and special events/lunches for parent introduction meetings and teacher birthday celebrations. You will be required to communicate with parents of individual classrooms to schedule the event and co-ordinate all potluck contributions and parent volunteer involvement for the gathering.

·Supplies: N/A

·Police/Criminal Records Check Required: Yes

In-Class Assistance (Kindergarten)   

Relive your days of glue and construction paper. Kindergarten calls! Please note that this role is open to Junior and Senior Kindergarten parents only.

·When and Where: Twice per year, during the morning class periods.

- Time Commitment: Two in-class attendances during the morning class period from 9am to 12:30pm. One day, twice per year.
- Number of Team Members: Two members (one of each of JK and SK) per week.
- Reporting: Direct report to the Volunteer Co-ordinator. While in the classroom, you will report to the JK and SK teacher, respectively.
- Training/Special Skills: None required
- Job Description: You will work in the class with the teachers to assist with the day's activities and projects. From time to time this may include assisting in large craft projects with students.
- Supplies: None required. All supplies will be provided by the teachers.
- Police/Criminal Records Check Required: Yes

In-Class Assistance (Grades 1 through 4)



- When and Where: This role is perfect for a parent who has free time after dropping their child off for school. The role calls for attendance in-class during school hours.
- Time Commitment: A monthly or bi-monthly commitment to assist in the classroom as needed. Approximately 2 hours per month.
- Number of Team Members: 2 to 3 members
- Reporting: Direct report to the Volunteer Co-ordinator.
- Training/Special Skills: None required
- Job Description: These assistants will be required to attend in the classroom to assist teachers from time to time. Duties will include creating and setting up bulletin board displays, assisting in posting items in the classroom, and assisting the students from time to time with their work while the teacher takes the opportunity to work one-on-one with students.
- Supplies: None required. All supplies for bulletin boards will be supplied by the teachers.
- Police/Criminal Records Check Required: Yes

Playdough Maker/Craft Prep Helper



- When and Where: This job is completed at home at your convenience.
- Time Commitment: 2 to 3 hours each month
- Number of Team Members: 4 volunteers required
- Reporting: Direct report to the JK and SK Teachers.
- Training/Special Skills: None required
- Job Description: Our Playdough Makers are required to make 2 fresh batches of playdough each month from our school recipe; one for each of JK and SK. Specific colours or additions will be requested by the teachers to reflect classroom themes. In October, additional playdough will be required for special projects being completed in the Grade 2 classroom. Using supplies and instructions provided by the teachers, you will prepare craft items at home as needed and return them to the school where they will be used for in-class craft activities and projects by our JK and SK students. From time to time, additional assistance may be requested for certain school-wide projects on behalf of the Theme Team or Student Council.

·Supplies: Part of your contribution to this team will be your donation of the supplies used to make the playdough each month. All supplies and instructions provided by the teachers. For ease, playdough may be delivered to the classroom with your child.

·Police/Criminal Records Check Required: No

Reading Parents



We are proud to offer both Early Reader and Accelerated Reader programs to our students in the primary grades. To support these programs, we appreciate the assistance of parents to sit and read with our students.

·When and Where: This role is completed at the school during the morning hours.

·Time Commitment: 2 hours per day, 4 days per month per member.

·Number of Team Members: 5 team members (3 members for Grades 1-4, 2 members for SK)

·Reporting: Direct report to the Volunteer Co-ordinator

·Training/Special Skills: None required

·Job Description: As a reading parent you will sit with students in SK through grade 4 on a one-on-one basis to assist with and assess their reading comprehension. Your thoughts and assessments will then be shared with the teachers for further work with the students.

·Supplies: N/A

·Police/Criminal Records Check Required: Yes

Photocopying and Laminating



This role is perfect for a parent who has time when dropping their child off in the morning, or picking them up in the afternoon.

·When and Where: This job is completed at the school during the hours of 9am to 4pm

·Time Commitment: 2 hours per day; each team member will be required to commit to 1 day per week

·Number of Team Members: 4 volunteers required

·Reporting: Direct report to the Volunteer Co-ordinator

·Training/Special Skills: None required. Instruction regarding use of the photocopiers and laminating machine will be provided.

·Job Description: To assist the teachers at JKCS, members of this team will attend at the school on a regular basis to photocopy, bind and sort classroom and project materials in accordance with instructions provided by the teachers. In addition, members of this team will tend the laminating machine to laminate and bond displays, class projects, work sheets and decorative materials for JKCS staff and students.

·Supplies: N/A

·Police/Criminal Records Check Required: Yes

Library Resources

- When and Where: Tuesday and/or Thursday mornings at the school. This role is ideal for a parent who has time when they drop off or pick up their child at the school
- Time Commitment: 1 hour, 1 to 2 times per week
- Number of Team Members: 2-3 volunteers required.
- Reporting: Direct report to the JKCS Librarian
- Training/Special Skills: No special skills required, though knowledge of the Dewey Decimal System is an asset.
- Job Description: Working with the JKCS Librarian, you will assist with book shelving, book repair, shelf reading (ensuring books have been reshelved in order by the students), book labelling and book circulation. Assistance with the Grandfriends' Day book sale is also appreciated.
- Supplies: N/A
- Police/Criminal Records Check Required: Yes

Scholastic Orders

- When and Where: This role is ideal for a stay-at-home parent and may be completed at your convenience.
- Time Commitment: 1 to 2 hours per month.
- Number of Team Members: 2 to 3 volunteers required.
- Reporting: Direct report to the Volunteer Co-ordinator
- Training/Special Skills: None required.
- Job Description: Each month many of our classrooms distribute Scholastic Book order forms to parents. The Scholastic volunteers will receive the Scholastic order forms from the school each month (these can be delivered home with your child) and collate them into packages to be returned to the school for distribution to each student. Upon return to the classroom, you will collect the order forms and payments from teachers each month, place orders for the appropriate classes online or via telephone with Scholastic Canada ensure all cheque payments are delivered to Scholastic with the appropriate order form, and track orders. When orders are received at the school these volunteers will sort the books for each order for delivery to the appropriate classroom.
- Supplies: You will be required to have a computer, e-mail address and internet access at home. Microsoft Office is an asset, though not necessary.
- Police/Criminal Records Check Required: No

Toy Cleaner

- When and Where: This job is during school hours (preferably over the lunch period) at JKCS
- Time Commitment: 1 hour each month for each of the JK, SK and Grade 1 classrooms

- Number of Team Members: Minimum of 3 volunteers required.
- Reporting: Direct report to the Volunteer Co-ordinator(s), with an indirect report to the JK and SK teachers.
- Training/Special Skills: None
- Job Description: As Toy Cleaner you will attend at JKCS to clean items such as small toys and classroom equipment set aside or designated by the teachers for cleaning.
- Supplies: All supplies and instructions will be provided by the teachers.
- Police/Criminal Records Check Required: Yes

Student and School Activities

Photographer

- When and Where: This job has needs both during and outside of school hours.
- Time Commitment: 2 hours each month and/or at special events
- Number of Team Members: Minimum of 4 members, with at least one member available for daytime events.
- Reporting: Direct report to the Volunteer Co-ordinator
- Training/Special Skills: No training required. Must be able to use a digital camera.
- Job Description: As Photographer you will be available to attend various JKCS events during or after school hours to photograph JKCS student and school activities. Photos will be used in our Parent Update, in-school celebration boards and the annual Yearbook. All photographs will be owned by JKCS, and may be used from time to time for advertising and promotional materials.
- Supplies: Photographers will be required to supply their own digital camera (point-and-shoot or SLR). An SD card will be provided by JKCS for all events and returned to the JKCS office at the first available time following the event.
- Police/Criminal Records Check Required: Yes

Pizza Lunch Co-ordinator

- When and Where: The responsibilities of this role may be completed at home at your convenience.
- Time Commitment: 1 hour per month.
- Number of Team Members: 1 volunteer required.
- Reporting: Direct report to the Office Administrator. Financial reporting to the Fundraising Co-ordinator and Financial Administrator.
- Training/Special Skills: None required, though organizational skills would be an asset to the role.
- Job Description: Co-ordinate and schedule a team of volunteers to assist and attend for each of the Wednesday Pizza Days throughout the school year. Communicate with all team members to distribute the volunteer schedule. Prepare the class lists for weekly pizza

distribution based upon orders received at the beginning of the school year. Co-ordinate with the Office Administrator to advise of the amount of pizza to be ordered each week, and with the Financial Administrator for the required payment cheque for pizza delivery each week. Report weekly receipts of additional pizza sale proceeds to the Fundraising Co-ordinator and Financial Administrator. Liaise with the Volunteer Co-ordinator regarding the need for additional volunteers, as needed.

·Supplies: E-mail address is required.

·Police/Criminal Records Check Required: Yes

Pizza Lunch Volunteer

·When and Where: This role requires attendance at the school during the lunch hour on one Wednesday per month.

·Time Commitment: Volunteers will be asked to commit to a schedule of one attendance per month for 1.5 hours.

·Number of Team Members: 8 volunteers required.

·Reporting: Direct report to the Pizza Lunch Co-ordinator.

·Training/Special Skills: None required.

·Job Description: Working with a partner, you will attend one Wednesday per month from 12:30 to 1:45pm to prepare class pizza orders and distribute pizza to students in accordance with orders received at the beginning of the school year. Sell slices to walk-in students upon request.

·Supplies: N/A

·Police/Criminal Records Check Required: Yes

Hot Dog Lunch Co-ordinator

·When and Where: The responsibilities of this role may be completed at home at your convenience.

·Time Commitment: 1 hour per month.

·Number of Team Members: 1 volunteer required.

·Reporting: Direct report to the Office Administrator. Financial reporting to the Fundraising Co-ordinator and Financial Administrator.

·Training/Special Skills: None required, though organizational skills would be an asset to the role.

·Job Description: Co-ordinate and schedule a team of volunteers to assist and attend for each of the Friday Hot Dog Days throughout the school year. Communicate with all team members to distribute the volunteer schedule. Prepare the class listings of weekly hot dog distribution based upon orders received at the beginning of the school year. Track inventory of supplies and liaise with Hospitality Co-ordinator to advise of supply needs. Report weekly receipts of additional hot dog sale proceeds to the Fundraising Co-ordinator and Financial Administrator. Liaise with the Volunteer Co-ordinator regarding the need for additional volunteers, as needed.

- Supplies: E-mail address is required.
- Police/Criminal Records Check Required: Yes

Hot Dog Lunch Volunteer

- When and Where: This role requires the volunteer to attend at the school during the lunch hour on one Friday per month.
- Time Commitment: Volunteers will be asked to commit to a schedule of one attendance per month for 1.5 hours.
- Number of Team Members: 4 volunteers required.
- Reporting: Direct report to the Hot Dog Lunch Co-ordinator.
- Training/Special Skills: None required.
- Job Description: Working with the Grade 8 students, you will attend one Friday per month from 12:30 to 1:45pm to prepare class orders of hot dogs in accordance with orders received at the beginning of the school year. Sell hot dogs to walk-in students upon request. Communicate with the Hot Dog Lunch Co-ordinator to advise of supply needs for condiments.
- Supplies: N/A
- Police/Criminal Records Check Required: Yes

Costume Sewing

- When and Where: This job has needs both during and outside of school hours.
- Time Commitment: November, December, April and May.
- Number of Team Members: Minimum of 4 volunteers required.
- Reporting: Direct report to the Staff Lead
- Training/Special Skills: Sewing skills required.
- Job Description: As a member of this team you will be responsible for the design, creation and sewing of projects, including costumes, to be worn by our students during the Christmas and Spring drama productions. You will also make alterations to existing costumes as necessary. Other simple sewing projects in conjunction with the Worship or Theme Team may be required for one-time events throughout the school year!
- Supplies: Ownership of a sewing machine is a must for our sewers. Fabric and materials will be provided. On occasions when required to purchase supplies you may obtain reimbursement of all expenses upon presentation of all receipts and/or proof of purchase.
- Police/Criminal Records Check Required: Yes

Set Creation

- When and Where: This job has needs both during and outside of school hours.
- Time Commitment: November, December, April and May.
- Number of Team Members: Minimum of 4 volunteers required.
- Reporting: Direct report to the Staff Lead

- Training/Special Skills: Construction/Handyman skills required.
- Job Description: As a member of the Set Creation group, you will be required to assist with carpentry and crafting of sets to be used in the Christmas and Spring drama productions. Ownership of your own set of tools is helpful.
- Supplies: Set construction requires the use of team members' tools during construction. All other materials will be provided.
- Police/Criminal Records Check Required: Yes

Make-up Artist

- When and Where: This job has needs both during and outside of school hours.
- Time Commitment: November, December, April and May.
- Number of Team Members: Minimum of 4 volunteers required.
- Reporting: Direct report to the Staff Lead
- Training/Special Skills: No training is required, though previous performance make-up application would be a definite asset.
- Job Description: You will attend for matinee and evening performances of the Christmas and Spring Performances to apply make-up on performers as needed.
- Supplies: Make-up and supplies will be provided.
- Police/Criminal Records Check Required: Yes

Costume and Prop Organizer

- When and Where: This job has needs outside of school hours on the evenings of school dramatic performances.
- Time Commitment: November, December, April and May.
- Number of Team Members: 2 to 3 volunteers required.
- Reporting: Direct report to the Staff Lead
- Training/Special Skills: None required.
- Job Description: These volunteers will attend JKCS after each of the final Christmas and Spring dramatic performances to ensure all costumes and props are complete, organized, inventoried and stored in the school loft. If costumes or props are in need of repair, these volunteers will advise the Staff Lead to ensure appropriate repairs are made. From time to time you may be required to assist the drama production with the acquisition of props necessary for upcoming school performances.
- Supplies: N/A
- Police/Criminal Records Check Required: Yes

Lighting and Sound Assistant



·When and Where: The primary responsibilities for this role coincide with the presentation of the Fall and Spring drama and band student performance nights. Attendance at the school is a must for this role.

·Time Commitment: In addition to the requirement to attend the Fall (2 performances) and Spring (2 performances) performance evenings, you will also be required to attend at JKCS from time for special events including the Fall and Spring membership meetings.

·Number of Team Members: 4 to 6 volunteers required. In this role you will also work with a team of students trained in audio/visual equipment.

·Reporting: Direct report to the Drama and Band Staff Leads

·Training/Special Skills: Training on all JKCS equipment will be provided. Previous audio/visual experience would be an asset for this role.

·Job Description: Working under the general direction of the Drama and Band Staff Leads, you will work in a team of volunteers and students to set up and operate the JKCS audio/visual equipment to serve the needs of the Drama and Band departments and performers at the Christmas and Spring performances. In addition, you may be asked to assist with the set-up of any necessary sound equipment for use at the Fall and Spring membership meetings and provide technical assistance during the meetings themselves.

·Supplies: N/A

·Police/Criminal Records Check Required: Yes

Yearbook Editor and Reviewer



·When and Where: Our Yearbook is made up of information gathered throughout the school year and collected for distribution at the end of the school year. This role can be completed from the comfort of your own home.

·Time Commitment: 20 hours

·Number of Team Members: 1 volunteer required.

·Reporting: Direct report to the Yearbook Staff Lead

·Training/Special Skills: Computer access is required; MS Word is sufficient. Desktop publishing is helpful, but not required.

·Job Description: As Editor and Reviewer of the JKCS Yearbook you will work with the Yearbook Staff Lead to review, proof-read and edit the Yearbook in order to prepare it for publication. Based on your review, you will highlight for the Yearbook staff any missing items or the need for additional material under any category or subject matter.

·Supplies: The Editor is required to supply their own computer and e-mail address.

·Police/Criminal Records Check Required: No

Yearbook Sponsorship



·When and Where: This role is perfect for a stay-at-home parent.

·Time Commitment: 12 to 15 hours over the course of the school year

- Number of Team Members: 2 volunteers required.
- Reporting: Direct report to the Staff Lead, and liaise with the Fundraising Coordinator
- Training/Special Skills: None required, though knowledge of our school and its history is beneficial.
- Job Description: Working under the leadership of our Yearbook Staff Lead, you will be responsible for soliciting sponsorship and advertising for the annual JKCS Yearbook. Payment for sponsorship and advertising will be made through the JKCS offices and reported to the Financial Administrator, as required. In the spring, you will be responsible for drafting and delivering “Thank You” notes to each of our sponsors and advertisers, thanking them for their support and commitment.
- Supplies: N/A
- Police/Criminal Records Check Required: No

Battle of the Books-Overview

Each year a group of our students, Grades 4 through 8, along with their trained Staff Coaches, participate in an inter-school Battle of the Books. This event requires them to read a list of prescribed books and culminates in a one-day competition which requires each student to answer comprehensive questions about the books. Members on this team may fill more than one role within the team should they choose to do so.

Battle Question Prep



(weighting subject to change dependent on the number of books read)

- When and Where: This job may be completed at home at your leisure. This work is completed in November each year, with questions to be received by November 30th.
- Time Commitment: 8 hours per book, including reading time.
- Number of Team Members: Minimum of 8 members
- Reporting: Direct report to the Staff Leads
- Training/Special Skills: None. Computer and e-mail required for drafting and delivery of questions.
- Job Description: As a member of this team you will be required to read a minimum of one of the prescribed books for the Battle of the Books and prepare a list of 200-300 questions regarding the book story and content.
- Supplies: The book(s) you are asked to read will be provided.
- Police/Criminal Records Check Required: No

Battle Coach



- When and Where: Members of this team are required to be available to attend during school hours for lunchtime coaching sessions, as well as on the day of the Battle competition.

- Time Commitment: One hour meetings are held at JKCS during the lunch hour once each month, beginning in January. You will also be required to attend at the competition on Battle day.
- Number of Team Members: Minimum of 4 volunteers required
- Reporting: Direct report to Staff Leads
- Training/Special Skills: None. A love of reading is always handy!
- Job Description: As a member of this team you will assist the Battle participants with their preparation for competition.
- Supplies: N/A
- Police/Criminal Records Check Required: Yes

Spelling Bee Overview

Each year a group of our students, Grades 2 through 8, along with their trained Staff Coaches, participate in an inter-school Spelling Bee. This event requires them to review and memorize a list of prescribed words and their correct spelling and pronunciation. Their preparation culminates in a one-day competition which requires each student to spell and pronounce comprehensive questions about the books. Members on this team may fill more than one role within the team should they choose to do so.

Bee Coach

- When and Where: Members of this team are required to be available to attend during school hours for lunchtime coaching sessions, as well as on the day of Spelling Bee competition(s) in the Spring.
- Time Commitment: One hour meetings are held at JKCS during the lunch hour once each month, beginning in January. You will also be required to attend at the competition on Spelling Bee day.
- Number of Team Members: Minimum of 4 volunteers required.
- Reporting: Direct report to Staff Leads
- Training/Special Skills: None.
- Job Description: As a member of this team you will assist the Spelling Bee participants from grades 4 through 8 with their preparation for competition.
- Supplies: N/A
- Police/Criminal Records Check Required: Yes

Sports and Coaching – Overview

Many of the sports that our children enjoy at John Knox Christian School would not be possible without the efforts of our coaches who volunteer hours of their time to provide a positive sports and learning environment to the children who compete and whom they mentor. These volunteers are parents and members of our community who have knowledge and experience to share and the time to share it. Volunteers help drive extracurricular sports and activities at John Knox Christian School.

Coaching

·When and Where: This role is perfect for existing or former athletes who want to share their knowledge, and/or parents who are passionate about youth sports.

·Time Commitment: Dependent on the sport and length of season. Volunteer coaches must be available at all times when games, practices and meetings are held.

·Number of Team Members: Unknown at this time. The coaching needs will be defined in September. If you are interested, however, please express your interest at this time.

·Reporting: Direct report to Staff Leads

·Training/Special Skills: Knowledge of the rules and skill requirements of the identified sport is required; though prior coaching experience in the sport is not required. Knowledge of first aid is a benefit, though not necessary. However, there is a need to understand the basics of treating injuries. Enthusiasm, patience and organization are a must!

·Job Description: As a volunteer coach, you will be responsible for creating a positive environment where you teach the children sportsmanship, fundamental skills, teamwork and responsibility. As coach you will be responsible for communicating program and game information to parents and players. You will be required to attend all practices and games, or find a replacement that is acceptable to John Knox administrators. You will report any problems with fields, equipment, player behaviour, parent behaviour or officials to the John Knox administration, as well as abide by and enforce all JKCS policies and rules. When attending offsite games or tournaments, you will be accessible to the John Knox administration by phone or e-mail.

·Supplies: N/A. All equipment will be supplied by John Knox.

·Police/Criminal Records Check Required: Yes

Dance and Tambourine Leader

·When and Where: The responsibilities of this role require attendance at the school during school hours, as well as attendance at the Christmas and Spring Performance evenings.

·Time Commitment: 3 hours per month

·Number of Team Members: 2 volunteers required.

·Reporting: Direct report to the Volunteer Co-ordinator

·Training/Special Skills: Though no special skills are required, dance training and/or choreography experience are definite assets for this role.

·Job Description: The Dance and Tambourine Leader(s) will work with students to create and choreograph various performance routines to be presented at special school performance events and in the community. You will be responsible for scheduling and attending practices with the students during the lunch hour. As Leader, you will also be responsible for communicating performance details and requirements to the Dance and Tambourine squad, as well as their parents.

- Supplies: N/A
- Police/Criminal Records Check Required: Yes

Senior Kindergarten Graduation – Overview

The annual Senior Graduation, held in June, celebrates the achievements of our Senior Kindergarten students as they proceed to Grade 1. The celebration includes a morning ceremony for parents, grandparents and friends. Please note that participation in this event is limited to parents of Senior Kindergarten students only.

Senior Kindergarten Graduation Co-ordinator

- When and Where: The responsibilities of this role can be completed at home at your convenience.
- Time Commitment: 12 hours, completed in May and June
- Number of Team Members: 1 volunteer required.
- Reporting: Direct report to the Senior Kindergarten Teacher
- Training/Special Skills: None required, though organizational skills would be an asset for this role.
- Job Description: Working with the Senior Kindergarten Teacher and the Hospitality Co-ordinator, you will plan and assist with all aspects of this year-end graduation ceremony and celebration. The Co-ordinator will prepare and deliver invitations to each of the Senior Kindergarten parents and ensure set-up and clean-up of the event.
- Supplies: N/A
- Police/Criminal Records Check Required: Yes

Grade 8 Graduation - Overview

The annual Grade 8 Graduation, held in June, celebrates the accomplishments of our Grade 8 students and their departure from JKCS as they move on to High School. This celebration includes an evening church service followed by a dinner and reception. Please note that membership in these teams are limited to parents of Grade 7 and Grade 8 parents.

Graduation “Day-of” Co-ordinator

Please note that this committee is open to parents of Grade 7 students only.

- When and Where: The work of this role is limited to the final term of the school year, culminating in the Graduation Day.
- Time Commitment: Two meetings will be held in the second term. Meetings are held from 9-10:30am at JKCS. The Co-ordinator and members of the Graduation Day team are required to attend on Graduation Day.
- Number of Team Members: 1 volunteer required.

·Reporting: Direct report to the Staff Lead. You will also liaise with the Graduation Event Co-ordinator.

·Training/Special Skills: No skills required.

·Job Description: The Graduation Day Co-ordinator and your team are integral to the success of the Grade 8 Graduation ceremony and reception. To allow the Graduation Day celebration to be enjoyed by all students and their families, you will lead a team of Grade 7 parents to assist with all aspects of the year-end Grade 8 Graduation ceremony and reception, including set-up, decoration and clean-up at each of the church and dinner locations. Team members will also be responsible for the pick-up, organization and distribution of the corsages/boutonnieres to each of the students. As Co-ordinator you will communicate with all team members, assign appropriate duties for the Graduation Day and schedule the attendance by all team members.

·Supplies: All supplies are provided.

·Police/Criminal Records Check Required: Yes

Graduation Event Co-ordinator



Please note that this committee opportunity is open to parents of Grade 8 students only.

·When and Where: The work of this role is limited to the final term of the school year, culminating in the Graduation Day.

·Time Commitment: Two meetings will be held in the second term. Meetings are held from 9-10:30am at JKCS.

·Number of Team Members: 1 volunteer required.

·Reporting: Direct report to the Staff Lead. You will also liaise with the Graduation Day Co-ordinator.

·Training/Special Skills: No special skills are required, though the ability to lead a team and event plan are assets for this role.

·Job Description: As the Co-ordinator of the Grade 8 Graduation Event you will lead a team of Grade 8 parents to plan and co-ordinate the Grade 8 graduation ceremony and reception. Along with your team you will organize the reception hall and ensure all necessary steps are completed in respect of the catering of the food, co-ordinate and purchase all necessary decorations for the church and hall, contract with the photographer and videographer, complete programs for all students and guests, co-ordinate and purchase all flowers for corsages, and work with the Grade 8 Graduation Student Committee in respect of the student graduation project.

·Supplies: All supplies will be provided. Should you be required to purchase any supplies, all expenses will be reimbursed upon presentation of receipts, invoices and/or proof of purchase.

·Police/Criminal Records Check Required: Yes

SCHOOL COMMUNITY

Hospitality Committee – Overview

Have you ever fancied yourself a Julia Child, or watched the Food Network or HGTV and said, “I can do that”? Then this team is for you. The Hospitality Committee will work with the Public Relations and Fundraising Chairs to co-ordinate food and refreshment preparation and service at a variety of JKCS events throughout the school year, including the Open Houses, Membership Meetings, Pastors’ Lunch, Grandfriends’ Day and SK Graduation. In coordinating and providing for these events, this team; made up of greeters, beverage hosts, bakers, cooks and servers, provides a hospitality ministry to the JKCS community.

Hospitality Chair



- When and Where: The majority of the responsibilities of this role can be completed at home, though attendance at school for some events is required.
- Time Commitment: 3 to 4 hours per month.
- Number of Team Members: 1 volunteer required.
- Reporting: Direct report to the Volunteer Co-ordinator, and liaise with the PR and Communications Director.
- Training/Special Skills: Good organizational skills are required. The Chair will have the ability to manage a team of volunteers including delegating tasks, scheduling workers and dealing effectively with people.
- Job Description: Co-ordinate and schedule a team of volunteers to assist and attend for each of the various programs and events throughout the school year. These events include Open Houses, First Day Assembly, Welcome BBQ, New Parent Orientation Night, High School Information Night, Membership Meetings, the JKCS Pastors’ Lunch, Grandfriends’ Day and Graduations. Communicate with all team members to distribute the volunteer schedule for all baking and beverage hosts. Ensure supplies are available for all events, including weekly Hot Dog lunches, and for the JKCS staff room. Co-ordinate with the PR and Communications Director to ensure that all events are properly communicated to Hospitality volunteers. Ensure any and all receipts and proofs of purchase of the Hospitality volunteers are provided to the Financial Administrator within one week of a given event and/or purchase. Liaise with the Volunteer Co-ordinator regarding the need for additional volunteers, as needed.
- Supplies: The Hospitality Chair will require an e-mail to communicate with the Hospitality Team and the various volunteers. Any other supplies required will be provided by JKCS.
- Police/Criminal Records Check Required: Yes

Baking



- When and Where: Baking is completed at home and delivered to the school on the day of various scheduled events throughout the year.
- Time Commitment: 2 to 3 hours per month

- Number of Team Members: 15 to 20 volunteers required.
- Reporting: Direct report to the Hospitality Chair
- Training/Special Skills: Baking
- Job Description: Bakers are required to prepare baked goods for school events and special evenings. ***All baked goods must be nut-free.*** Reporting to the Hospitality Chair, we require 15 to 20 Bakers to prepare items for the following events:
 - Open Houses – one per month from August through June – A total of 4 dozen cookies/squares required per Open House
 - First Day Assembly – first day of school in September – A total of 8 dozen cookies/squares required
 - New Parent Orientation Night – September - A total of 6-8 dozen cookies/squares required
 - High School Information Night – October – A total of 8-10 dozen cookies/squares required
 - JKCS Pastors’ Lunch – February – A total of 10 dozen cookies/squares required
 - SK Graduation – June – A total of 10-12 dozen cookies/squares required
 - Membership Meetings – November and June – A total of 20 dozen cookies/squares required per meeting
- Team members would be responsible for arranging delivery of their baked goods on the day of each event with the Hospitality Chair.
- Supplies: Bakers are required to supply their own ingredients. Please note that part of your contribution to this team will be your donation of the supplies used to make your baked goods.
- Police/Criminal Records Check Required: Yes

Coffee and Beverage Host

- When and Where: This role has needs both during and outside of school hours.
- Time Commitment: 1 to 2 hours per month. Members of this team will work in pairs and be required to attend at least one Open House per year, one of the semi-annual Membership meetings, and two Special Events throughout the year.
- Number of Team Members: 10 volunteers required.
- Reporting: Direct report to the Hospitality Chair
- Training/Special Skills: Training on school coffee-making equipment will be provided.
- Job Description: Members of this team will be responsible for the preparation of coffee tea and juice, as well as the preparation of tables with cream, sugar, cups and glasses, prior to various JKCS events throughout the year. Event responsibilities include the First Day Assembly, New Parent Orientation Night, High School Information Night, Open Houses (10 per year), Fall and Spring Membership Meetings, Pastor’s Lunch, Grandfriends’ Day and SK Graduation. Volunteers are asked to serve coffee during the First Day Assembly and SK Graduation. For all other events team members will be required to ensure an adequate supply of beverages in urns and on tables for attendees. Following each event volunteers will wash up all supplies and equipment.
- Supplies: All necessary supplies will be provided by JKCS.
- Police/Criminal Records Check Required: Yes

Supply Purchasing

- When and Where: This role is perfect for a stay-at-home parent.
- Time Commitment: 1-2 hours each week to purchase supplies for school requirements and events.
- Number of Team Members: 5 volunteers required.
- Reporting: Direct report to the Hospitality Chair.
- Training/Special Skills: No training or skills are required, though a Costco membership would be an asset.
- Job Description: Based upon a listing of supplies provided to you by the Hospitality Chair, you shall attend at the local stores, Costco, etc. to purchase groceries and supplies for school requirements and events. Often buying in bulk, your ability to find a ``great deal`` is appreciated. All receipts for purchases will be presented to the Financial Administrator for reimbursement.
- Supplies: None required.
- Police/Criminal Records Check Required: No

Fundraising – Overview

Throughout the school year John Knox Christian School undertakes various fundraising events and initiatives. Funds raised through these efforts go to support various activities of the school, such as the Grade 7 and 8 Drama and Band Trip, as well as the general operating funds of the school. Volunteers are the engine that drives these events, which are important for JKCS not only for the funds that they provide, but the community that they support and build.

Bowl-a-Thon Committee

- When and Where: Work for this committee begins in December and runs through the 2nd week of March, following the annual Bowl-a-Thon.
- Time Commitment: For this task, committee members will be asked to volunteer approximately 5 hours per month, with an increase of hours as the event nears. Meetings are held on pre-determined dates, convenient for all members of the committee. Committee members will also be asked to volunteer their time on the morning of the Bowl-a-Thon in March.
- Number of Team Members: 6 volunteers required.
- Reporting: Direct report to the Fundraising Co-ordinator
- Training/Special Skills: Proven organization skills are definite assets. Experience in co-ordinating prizes and sponsors are also a definite asset. Bowling skills are not required!
- Job Description: Working with the Fundraising Co-ordinator, you will provide support in the planning, co-ordination and running of the annual JKCS Bowl-a-Thon. Included in the responsibilities are providing assistance with obtaining sponsors for the event, marketing and promoting the event to the JKCS parents and community and helping to excite the JKCS

students about the event. Finally, you will assist the Fundraising Co-ordinator and determining additional volunteer needs for the Bowl-a-Thon and ensuring these needs are communicated these needs to the Volunteer Co-ordinator.

·Supplies: N/A

·Police/Criminal Records Check Required: Yes

Golf Tournament Committee



This role is ideal for individuals committed to building our community, and assisting JKCS in its fundraising goals.

·When and Where: Work for this committee begins in February, and runs through until the 2nd week of June, following the annual JKCS Golf Tournament.

·Time Commitment: For this task, committee members will be asked to volunteer approximately 5 hours per month, with an increase of hours as the event nears. Meetings are held on pre-determined evenings, convenient for all members of the committee.

·Number of Team Members: 6 volunteers required.

·Reporting: Direct Report to the Fundraising Co-ordinator

·Training/Special Skills: Proven organizations skills and leadership abilities are definite assets. Experience in marketing and/or co-ordinating a golf tournament is an asset, but not required. Creativity and the ability to manage details are welcome.

·Job Description: Working with the Fundraising Co-ordinator you will provide support in the planning and implementation of the annual JKCS Golf Tournament and Silent Auction. Included in the responsibilities are providing assistance with obtaining sponsors for the event, donors for prizes and draws and items for the silent auction. In addition, Committee members will be asked to volunteer on the day of the tournament to assist with tasks associated with the event and fundraising activities (i.e., selling tickets, dropping off and picking up materials, setting up the auction table, player registration, etc.).

·Supplies: N/A

·Police/Criminal Records Check Required: No

Annual Fund Committee



·When and Where: Work for this committee begins in September and runs through December. The work required can be completed from the comforts of your own home.

·Time Commitment: For this task, committee members will be asked to volunteer approximately 4 hours per month. Any meetings required will be held on pre-determined evenings, convenient for the members of the committee. However, it is anticipated that all work can be completed via e-mail and telephone communications amongst the committee members and the Fundraising Co-ordinator.

·Number of Team Members: 2 volunteers required.

·Reporting: Direct report to the Fundraising Co-ordinator

- Training/Special Skills: The ability to write effectively and persuasively is an asset in this role. Previous fundraising experience is an asset, though by no means a necessary requirement.
- Job Description: Working with the Fundraising Co-ordinator, you will assist co-ordinating and initiating the Annual Fundraising Campaign to all members of the JKCS community. Included in the responsibilities will be working to prepare and draft letters requesting donations and assistance in meeting our fundraising needs.
- Supplies: Committee members must have access to their own computer with WORD.
- Police/Criminal Records Check Required: No

Shop and Support Co-ordinator

- When and Where: This role has requirements to attend at school and gift card vendor locations, as well as work from home.
- Time Commitment: 2 hours per week.
- Number of Team Members: 1 volunteer required.
- Reporting: Direct report to the Fundraising Co-ordinator. Reporting of income and receipts to the Financial Administrator.
- Training/Special Skills: The ability to use QuickBooks for data entry/tracking is required. Good organizational skills are also an asset for this role. Training regarding the school's website will be required by IT personnel as required.
- Job Description: In this role you will oversee the Shop & Support fundraising program. In this role you will track the inventory and any special orders of gift cards, prepare and complete the weekly ordering of gift cards (via e-mail) and obtain payment cheques for gift card providers from the Financial Administrator. Pick-up of gift card orders at select independent retailers will be required. You will market/advertise the Shop & Support program in the weekly Parent Update, through presentations at membership meetings and occasional take-home flyers. Maintain the online ordering component of the school's website in addition to scheduling and supervision of volunteers, and occasional attendance at the school sales kiosk, for daily shifts as well as special school events.
- Supplies: N/A
- Police/Criminal Records Check Required: Yes

Shop and Support Volunteer

- When and Where: These volunteers are required to attend at school for morning shifts, as well as special school events.
- Time Commitment: You are asked to commit to one morning per week, 8:30 to 9:30am for the school year. You may also be required to attend and work at special school events.
- Number of Team Members: 10 volunteers required.
- Reporting: Direct report to the Shop and Support Co-ordinator
- Training/Special Skills: Training on payment machines and data entry will be provided.
- Job Description: Working in pairs, you will attend at the school to set up and work at the morning sales kiosk for the sale of gift cards. Take orders from customers, enter data on the

sales computer and accept and process payment from customers. Communicate with the Shop and Support Co-ordinator regarding special orders, low inventory and customer service.

·Supplies: N/A

·Police/Criminal Records Check Required: Yes

Newsletter Editor



This role is perfect for individuals who have a way with words and a nose for community building and relations.

·When and Where: Our newsletter, The Journey, is set out twice each year in November and April. This role can be completed from the comfort of your own home.

·Time Commitment: 12 hours per edition

·Number of Team Members: 1 volunteer required.

·Reporting: Direct report to the Fundraising Co-ordinator, while liaising with the Alumni Relations Co-ordinator

·Training/Special Skills: Computer access is required; MS Word is sufficient. Desktop publishing is helpful, but not required.

·Job Description: As Editor of The Journey you will work with the Fundraising and Alumni Relations Co-ordinators to stay informed of school issues and events. You will be responsible for requesting articles from Board members, teachers, and members of the JKCS community to produce and edit the newsletter for submission to our publisher.

·Supplies: The Editor is required to supply their own computer and e-mail address.

·Police/Criminal Records Check Required: No

Alumni Relations – Overview

Working with the Fundraising Co-ordinator, the Alumni Relations Team builds the strength of JKCS by engaging, involving and supporting JKCS alumni and their families.

Alumni Relations Co-ordinator



·When and Where: This role may be completed at home, though occasional meetings will be held at JKCS.

·Time Commitment: 4 hours per month. Bi-monthly in-person meetings with the Fundraising Co-ordinator.

·Number of Team Members: 1 volunteer required.

·Reporting: Direct report to the Fundraising Co-ordinator

·Training/Special Skills: None required, though strong organizational skills and the ability to work independently are assets for this role.

·Job Description: The Alumni Relations Co-ordinator will provide leadership in developing and implementing alumni services, programs and events. You will work closely with the Fundraising Co-ordinator to develop, implement and advance JKCS Alumni initiatives, as well as promoting the reputation and profile of JKCS with external partners and communities. Included in your responsibilities will be the creation and maintenance of an Alumni database

- Supplies: N/A
- Police/Criminal Records Check Required: Yes

Alumni Special Events  

- When and Where: This role may be completed at home, at your convenience.
- Time Commitment: 3 to 4 hours per month
- Number of Team Members: 1-2 members
- Reporting: Direct report to the Alumni Relations Co-ordinator
- Training/Special Skills: None required. Interest and/or experience in event planning would be an asset.
- Job Description: Working with the Fundraising and Hospitality Co-ordinators, you will create and plan social events and programs for JKCS Alumni. As required, you will work with the Alumni Relations Co-ordinator and Volunteer Co-ordinator to ensure volunteers are available to assist with the co-ordination of events and that appropriate liaisons are established with JKCS committees (i.e., Hospitality, PR and Marketing) to ensure the event's success.
- Supplies: N/A. Should you be required to purchase pre-approved supplies for events, reimbursement will be provided upon presentation of receipts, invoices and/or proof of purchase.
- Police/Criminal Records Check Required: Yes

Parent Education Co-ordinator  

- When and Where: The requirements of this role may be completed at your convenience at home.
- Time Commitment: 1 hour per month, with the need to attend the occasional evening meeting to ensure proper scheduling of events.
- Number of Team Members: 1 volunteer required.
- Reporting: Direct report to the Community Representative of the Board of Directors.
- Training/Special Skills: None required, though a passion for adult and community education is an asset.
- Job Description: Working with the Community Representative of the Board of Directors, the Parent Education Co-ordinator is responsible for creating and organizing a portfolio of special education and/or training programs for parents of JKCS students. You will work to assist with co-ordinating the room location of the program, guest speakers (as required) and advertising of the event, including submissions to the Parent Update to advise/remind parents of the learning opportunity. You will work with the Hospitality Chair, as required, to provide refreshments for meetings.
- Supplies: N/A
- Police/Criminal Records Check Required: Yes

BOARD OF DIRECTORS

Board of Directors – Overview

These elected positions are filled from amongst the JKCS membership and elected each year at the Spring Membership and Annual General Meeting. Board members sit for a three-year term, unless they step down or are removed earlier in accordance with the JKCS Bylaws. A minimum of 8 Board members must be elected and sit at any time. All Board members must be Canadian citizens, 18 years of age or older, and not currently involved in a personal bankruptcy under Ontario law.

If you are interested in serving on the Board of Directors please contact the Volunteer Co-ordinator. We will ensure that you receive a complete Board Job Description Catalogue and that your name is put forth for consideration by the Nominating Committee.

PRESIDENT/CHAIR

- The President shall call and preside at all meetings using accepted parliamentary procedure
- You will prepare agendas for Board and General meetings and ensure distribution
- Are a signing officer for the corporation; can be required to bind the corporation
- The President is the primary spokesperson for the organization as well as the liaison to the Principal
- You are responsible for ensuring that the Board of Directors and its members: are aware of and fulfill their governance responsibilities as well as conduct board business effectively and efficiently
- Along with your fellow Board members you are responsible for managing the strategic development of JKCS while adhering to the bylaws and mission statement ensuring the needs of the membership are met

VICE-PRESIDENT

- In the absence of the President, the Vice president shall call and preside at all meetings, prepare agendas, act as spokesperson etc.
- The Vice President will assist the President in the performance of their duties and act as Chairperson of certain committees as designated by the President.
- Willingness to serve on at least one committee, as deemed timely or appropriate by the newly elected Board
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs and personnel would be an asset to this position

SECRETARY

- The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements

- You will record minutes of meetings, ensure their accuracy, and availability, propose policies and files in Policy Manual and remind Board members of various reports and their reporting deadlines
- Requirements of minutes may vary with the jurisdiction but should include at a minimum:
 - date, time, location of meeting;
 - list of those present and absent;
 - list of items discussed;
 - list of reports presented;
 - text of motions presented and description of their disposition.
- Your overall role is to ensure good communication among the Board and to the Membership on behalf of the Board.
- The Secretary will prepare the Annual Board calendar

TREASURER

- This position is one of the most demanding positions on the board as far as time goes.
- The Treasurer is required to attend all board meetings (1 per month), all finance meetings (1 per month), attend and present financial information at membership meetings
- Weekly to bi-weekly signing of all cheques.
- The Treasurer is a member of the Finance Committee and may or may not act as the chair of this committee.
 - It is not mandatory but strongly recommended that the person taking this position has an accounting background as they are ultimately responsible for the full financial operations of the school as in accordance with 5.05 of the by-laws.
- A good majority of the actual day to day working for this position is completed by the Financial Administrator who answers directly to the Treasurer. Thus making it even more important to have the financial background to be able to quickly and effectively oversee this position.
 - Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities

BUILDING & MAINTENANCE CHAIR

- Ensure the JKCS school facility is maintained according to generally accepted standards regarding frequency and quality of work.
- The Building & Maintenance Committee on which the Chair sits, reports significant activity directly to the Board
- Where maintenance and improvement expenses are deemed to be material by the Committee, the Committee must first receive approval from the Board before they proceed.
- Work with the JKCS custodian in identifying maintenance issues and areas where facility repairs and improvements are necessary.

- Review and maintain the janitorial contract as well as other service contracts, including Snow Plowing, Grass Maintenance, Garbage Service, HVAC Maintenance, Security Services, Door Mat Supply on an annual basis.

PROGRAM & IT CHAIR

- This Board position oversees the planning and executing of both Program (school curriculum) and IT, which often work in tandem
- The Program & IT Chair is required to be a Member of the Program & IT Committee whose composition also includes the Principal and VP Curriculum
- This position reports directly to the Board on any activity with regards to both the educational and IT curriculum as well as the equipment (both IT and AV) belonging to JKCS
- Frequently on call to staff and outside vendors in the absence of the Administrator.

COMMUNITY CHAIR

- It is the responsibility of the Community Chair to foster a sense of community in the membership by building and strengthening relationships between families through the use of monthly social or fundraising events
- The Community Chair works directly with the Servant Team, PR and Communications Director, and the Fundraising Co-ordinator to coincide events to maximize turnout and 'community' potential
- This role also utilizes the Class Social Co-ordinator and Volunteer Co-ordinator to help further the 'community' cause.
- This position works closely with the Parent Education Co-ordinator in planning and executing opportunities for the membership to receive developmental & spiritual opportunities to assist them in their roles as parents
- Aside from monthly Board meetings, the Chair may be asked to convene strategy meetings on an as-needed basis.

CONTRACT & PARTNERSHIPS CHAIR

- The CPC Chair reports monthly to the Board on activity or changes involving various JKCS contracts; including but, not limited to staff and personnel contracts and teacher pension issues.
- The CPC Committee on which the Chair sits reports to the Board on the annual contract procedure and assists the Board in the development of staff related policies. They ensure that staff contracts are managed in accordance with the chart
- Advisement of annual salary increases is also a requirement of this role

HOW DO I REGISTER?



G.I.F.T.S. Job Registration Card – Due June 30th

You have already received the **JKCS Job Directory**; each family is to select one full job or two half-time jobs for the entire school year. The legend will direct you to jobs which will meet the needs of your schedule...whether that is day or night time, at home or in school.

Family Name _____ **DUE DATE: JUNE 30TH**

Please list your three job preferences in order below...we will do our utmost to match everyone with something which fits their needs.

1. _____
2. _____
3. _____

Should you have any questions regarding this process, specific job duties, a change in your schedule, or any other questions, please feel free to contact the **Volunteer Co-ordinator** at volunteer@jkcs-oakville.org.

THE JOHN KNOX CHRISTIAN SCHOOL G.I.F.T.S PROGRAM

- ENGAGEMENT
- EXECUTION
- ENCOURAGEMENT
- COMMUNITY

“Love life, engage in it, give it all you’ve got. Love it with a passion, because life truly does give back, many times over, what you put into it.”

Maya Angelou