



GIFTS CATALOGUE

Building the Fabric of Our School

**A job for everyone.
A new season of service for our community.**

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

TABLE OF CONTENTS

ABOUT JOHN KNOX CHRISTIAN SCHOOL	3
MISSION STATEMENT	3
VISION STATEMENT	3
OUR VALUES	3
THE GIFTS PROGRAM: GETTING INVOLVED FOR THE STUDENTS	4
DEFINITION OF KEYWORDS	5
SCHOOL ORGANIZATION	6
Committees at JKCS	6
Building and Maintenance Committee Member	6
Contract Partnership Committee (CPC) Member	7
Volunteer Administrators	8
Used Uniform Volunteer Team	9
Yard Duty Coordinator	10
Yard Duty Volunteer	10
Lost and Found Assistant	11
Office Assistant	11
EDUCATIONAL SUPPORT	12
Kindergarten Volunteer Schedule Coordinator	12
In-Class Assistance (Kindergarten)	12
Kindergarten Library Book Swap Volunteer	13
Class Parent (Grades 1 through 5)	14
Instrument Inventory Aides	15
Reading Parents	16
Bulletin Board Magician	17

STUDENT AND SCHOOL ACTIVITIES	18
Parents' Prayer Group Coordinator	18
Choir Accompanist	19
Virtual Choir Technology Aides	19
Coaching	20
SCHOOL COMMUNITY	21
Community Events and Development Team	21
Supply Purchasing	22
JKCS Bakers	23
Class Art Parent	24
SENIOR GRADUATION	25
Grade 7 Parents Graduation Committee	25
Grade 8 Parents Graduation Committee	26
BOARD OF DIRECTORS	27
Board of Directors – Overview	27
CHAIR	27
VICE-CHAIR	27
SECRETARY	27
TREASURER	28
BUILDING AND MAINTENANCE COMMITTEE REPRESENTATIVE	28
IT REPRESENTATIVE	28
CONTRACT PARTNERSHIP COMMITTEE (CPC) REPRESENTATIVE	28
HOW DO I REGISTER?	29

ABOUT 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.

MISSION STATEMENT

Igniting Wonder for God, Neighbour, and Creation

VISION STATEMENT

Our vibrant Christian school community will grow:

- Academically stimulated and joyful students
- Professionally engaged staff
- An economically, ethnically, and denominationally diverse membership

OUR VALUES

- Nurturing joyful and competent staff members
- Growing our intimacy with Jesus Christ
- Serving our neighbours habitually
- Celebrating each student
- Cultivating life-long learning
- Investigating life's diversity

THE GIFTS PROGRAM: GETTING INVOLVED FOR THE STUDENTS

John Knox Christian School is made up of more than 340 individual students, 220 families, and 50 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. The GIFTS program encourages the participation of our membership and builds the strength of our community. Each family is required to volunteer by participating with one or more GIFTS roles/assignments over the course of the school year. Through this GIFTS 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 service to others as commanded by God, 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.

The GIFTS Program outlines available volunteer jobs or opportunities. Parents are asked to make a year-long volunteer commitment to our school community. Parents are provided with a framework within which they can easily attain their required commitment. The GIFTS program demonstrates to our students the importance of our school community and the teaching of our Lord that to give is a show of our faith and highlights the principle that we all reap what we sow.

The GIFTS 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 June. Parents are asked to register for their three choices of GIFTS roles for the upcoming school year by July 15. Confirmation of assigned roles are sent out in August or early September. Families who enter the school mid-year have their volunteer expectations and assignment prorated but will also be required to register for a GIFTS job. It is expected that each family will provide approximately three hours of service each month, with some flexibility based on the role. If volunteer hours are restricted due to the ongoing pandemic, this will not be counted against any families.

The GIFTS Program will be organized by the Volunteer Coordinator and overseen by the Principal of John Knox Christian School. Any questions, comments, and/or concerns are to be addressed to the Volunteer Coordinator via e-mail at volunteer@jkcs-oakville.ca.

“You will be enriched 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 NIV).

DEFINITION OF KEYWORDS

HOME	This role can be completed at home.
SCHOOL	This role requires attendance onsite at the school.
CLASSROOM	This role works in the classroom.
DAYTIME	This role has responsibilities during daytime/school hours.
EVENING	This role has responsibilities during evening hours.
COORDINATOR	This is a coordinator’s role. You will lead and work with a team.

SCHOOL ORGANIZATION

Committees at JKCS

The following JKCS committees support the operation of the community as a whole. Seats on these committees are available when vacancies arise (usually one or two a year). Vacancies are advertised yearly in June for the upcoming year and are open to all JKCS members. Occasionally, appointments to these committees may occur mid-year when necessary.

Building and Maintenance Committee
Contract Partnership Committee (CPC)

Building and Maintenance Committee Member EVENING

When and Where	The responsibilities of this committee require a year-long commitment. Attendance at scheduled monthly meetings of the Building and Maintenance Committee will be required.
Time Commitment	3-4 hours/month
Number of Team Members	3 volunteers required
Reports To	Building and Maintenance Representative, Board of Directors
Training/Special Skills	A background in construction, engineering, facility management, and/or property management is an asset.
Job Description	Meet once a month (remotely) to discuss the grounds and facilities and their needs, both current and future. Be available to assist on small group projects as may arise in the course of a year.
Supplies	N/A
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

Contract Partnership Committee (CPC) Member
EVENING

When and Where	Attendance at 3-4 meetings at the school, as scheduled.
Time Commitment	2-4 hours/month
Number of Team Members	No vacancies at this time
Reports To	Board of Directors
Training/Special Skills	A background in Human Resources or Finance is an asset.
Job Description	The Contract Partnership Committee reviews remuneration packages for employees. Members meet on an "as needed" basis approximately 3-4 times each year.
Supplies	N/A
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

Volunteer Administrators

HOME

Volunteer Administrators play a key role in ensuring a viable and dynamic school. Working closely with the Volunteer Coordinator and Staff Liaison, the Volunteer Administrators work 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	30 hours per year
Number of Team Members	No vacancies at this time
Reports To	Volunteer Coordinator
Training/Special Skills	Leadership and organizational skills are an asset.
Job Description	Volunteer administrators provide direction, administration, and oversight of volunteers. Relying on the concept of team-building, volunteers direct and oversee the implementation of the GIFTS program and maintenance of the GIFTS directory for all JKCS members and parents. The administrators will complete the work necessary to fully serve and support the programming, curriculum, and events at JKCS.
Supplies	A JKCS email account will be provided by the school.
Police/Criminal Record Check and Child Welfare Attestation Required	No

Used Uniform Volunteer Team (contingent on public health regulations)

SCHOOL / DAYTIME

When and Where	This role requires attendance at the school on “Meet the Teacher Day” in August, Picture Day in September, and Picture Retake Day in October. Able to be in the school for 15 minutes each week in the Used Uniform Store in the mezzanine.
Time Commitment	1 to 2 hours per month
Number of Team Members	4 volunteers required
Reports To	Office Administrator
Training/Special Skills	None required
Job Description	You will assist in the Used Uniform Store by sorting donations, washing used uniforms when needed, and organizing the uniforms into their proper locations. You will direct school parents when they need to shop at the Used Uniform Store. Your assistance will be valuable at the “Meet the Teacher Day” in August, Picture Day in September, and Photo Retake Day in October.
Supplies	N/A
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

Yard Duty Coordinator (contingent on public health regulations)

DAYTIME / SCHOOL / HOME / COORDINATOR

When and Where	This role is ideal for a stay-at-home parent. All coordinator responsibilities are completed at home at your convenience. Attendance for yard duty at the school is required twice per month, depending on the availability of Yard Duty Volunteers.
Time Commitment	2-3 hours/month
Number of Team Members	1 volunteer required
Reports To	Office Administrator and Volunteer Coordinator
Training/Special Skills	None required
Job Description	You will be responsible for coordinating yard duty volunteers and preparing and distributing the monthly yard duty calendar. The schedule must be provided to the Office for Yard Duty Volunteer check in. You will be responsible for ensuring that monitors are available at lunch hour and special lunch events.
Supplies	You will be required to have an email address for communication with all Yard Duty Volunteers and the JKCS Office Administrator.
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

Yard Duty Volunteer (contingent on public health regulations)

DAYTIME / SCHOOL

When and Where	Yard Duty Volunteers are onsite during the lunch period. Assistance is required in both the senior and primary yard areas.
Time Commitment	A minimum of three attendances per month for approximately one hour.
Number of Team Members	18 volunteers required
Reports To	Yard Duty Coordinator
Training/Special Skills	None required
Job Description	You will monitor students during the outdoor lunch recess to ensure school rules are adhered to and play is safe for all students. You will also direct injured students to the Welcome Desk.
Supplies	N/A
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

Lost and Found Assistant (contingent on public health regulations)

HOME / SCHOOL / DAYTIME

When and Where	This role is ideal for a parent who has some available time each week to check in at the school to manage lost and found items.
Time Commitment	2-3 hours per month
Number of Team Members	1 volunteer required
Reports To	Office Administrator
Training/Special Skills	None required
Job Description	Attend at school to sort the lost and found items each month. Identify and hand in labelled items to the Office Administrator for easy return to the identified student. Wash and return any unlabelled school uniforms and donate and/or repurpose all unclaimed or unusable items which have remained unclaimed.
Supplies	None required
Police/Criminal Record Check and Child Welfare Attestation Required	No

Office Assistant (contingent on public health regulations)

DAYTIME / SCHOOL

When and Where	The responsibilities of this role take place in the bustling office!
Time Commitment	1 consistent day per week for a total of 2-3 hours/month
Number of Team Members	2 volunteers required
Reports To	Office Administrator
Training/Special Skills	Well suited for a self-motivated individual with good organizational skills, office skills.
Job Description	Working with our Office Administrator, you will help with project-based activities as they arise.
Supplies	N/A
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

EDUCATIONAL SUPPORT

Kindergarten Volunteer Schedule Coordinator

DAYTIME / SCHOOL / CLASSROOM

Please note that this role is open to Kindergarten parents only.

When and Where	This role can be done remotely.
Time Commitment	1-2 hours per month
Number of Team Members	1 volunteer required
Reports To	Kindergarten Teachers
Training/Special Skills	None required
Job Description	You will work with the Kindergarten teachers to coordinate the schedule of volunteers and maintain the schedule throughout the year. You will monitor attendance & ensure all spots are covered.
Supplies	None required. All supplies will be provided by the teachers.
Police/Criminal Record Check and Child Welfare Attestation Required	No

In-Class Assistance (Kindergarten) (contingent on public health regulations)

DAYTIME / SCHOOL / CLASSROOM

Relive your days of glue, construction paper, Dora and Franklin. Kindergarten calls!

Please note that this role is open to Kindergarten parents only.

When and Where	Twice per month, during class periods.
Time Commitment	2 in-class attendances during the school day per month
Number of Team Members	5 volunteers required per class
Reports To	Kindergarten Teachers
Training/Special Skills	None required
Job Description	You will work in the class with the teachers to assist with the day's activities, reading and projects. From time to time this may include assisting in large craft projects with students. Toy washing to keep our play things disinfected will be a regular part of this role. This team will also play a pivotal role in the Kindergarten Graduation. Special projects to complete in May and June will be assigned.
Supplies	None required. All supplies will be provided by the teachers.
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

**Kindergarten Library Book Swap Volunteer
(contingent on public health regulations)**

HOME / DAYTIME

In conjunction with the Clarkson Branch of the Mississauga Library, you will help keep the Kindergarten classrooms stocked with thematic books.

When and Where	Twice per month, in accordance with a pre-determined schedule set by the Kindergarten teachers.
Time Commitment	2-3 hours/month
Number of Team Members	1 volunteer required
Reports To	Direct report to the Volunteer Coordinators, and works with the Kindergarten teachers on pick-up and delivery.
Training/Special Skills	None required
Job Description	You will follow a predetermined pick-up and drop off schedule designed to support the classroom themes and work within the library hours of operation.
Supplies	None required. The required library card will be provided and is on record with the Clarkson Branch of the Mississauga Library.
Police/Criminal Record Check and Child Welfare Attestation Required	No

Class Parent (Grades 1 through 5) (contingent on public health regulations)
DAYTIME / SCHOOL / CLASSROOM

When and Where	In the classroom (Grades 1 through 5)
Time Commitment	A monthly or bi-monthly commitment to assist in the classroom as needed. Approximately 3 hours per month.
Number of Team Members	10 volunteers required - 1 parent per class
Reports To	Direct report to the respective teacher
Training/Special Skills	None required
Job Description	<p>In-Person role: The Class Parent will attend in the classroom to assist the teacher from time to time. Duties include creating and setting up in-class bulletin board displays and posting items in the classroom or hallway. The Class Parent will also assist the teacher in coordinating class parties and special events/lunches for themes and holidays. Attendance on field trips is counted on. You will be required to communicate with parents of your assigned class to schedule the event and coordinate all potluck contributions and parent volunteer involvement for the gathering. In an effort to stay connected and be present, the Class Parent is required to take a minimum of two Reading slots per month.</p> <p>Note: Some teachers will only require limited help; in those cases the balance of the role will be made up through the reading program.</p> <p>Virtual role: The Class Parent will plan social opportunities for JKCS parents to connect with one another. These activities might include:</p> <ul style="list-style-type: none"> ● Devotions and prayers ● Fun, virtual gatherings on ZOOM ● Outdoor activities that allow for social distancing <ul style="list-style-type: none"> ○ Hike/walk ○ Meet at a park for coffee and a chat ● Assistance to new parents, as needed <ul style="list-style-type: none"> ○ Help them understand Sycamore, Classroom Connection, etc. ○ Provide information about JKCS traditions and events <p>The role will involve reaching out to the other parents in your child's cohort on a regular basis (once a month at a minimum).</p>
Supplies	None required. All supplies for bulletin boards will be supplied by the teachers.
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

Instrument Inventory Aides

DAYTIME / SCHOOL / CLASSROOM

When and Where	This role is mostly active during the teacher planning week at the end of August, and again at the end of June.
Time Commitment	Daily help the last week of August, until the inventory is completed. It typically takes 1-2 full days. There isn't much help required during the school year, but sometimes help is needed again at the end of June as instruments are collected and checked for repair needs.
Number of Team Members	1-2 volunteers required
Reports To	Miss Bond, Music Teacher
Training/Special Skills	Attention to detail, and some skill with Google Sheets. Ability to tune guitars and ukuleles is an asset, but not required.
Job Description	The Instrument Inventory Aides will assist Miss Bond in the preparation and distribution of the instruments for the senior music program. Duties include, but are not limited to, checking serial numbers against a spreadsheet, making updates as necessary, labelling instruments, and making sure they are in tune.
Supplies	None required.
Police/Criminal Record Check and Child Welfare Attestation Required	No

Reading Parents (contingent on public health regulations)

DAYTIME / SCHOOL / CLASSROOM

We are proud to offer an Early Reader program to our students in the primary grades. To support these programs, we appreciate the assistance of parents to sit and read with our students. The benefit of this small gift of your time is incredible on the student's progress!

When and Where	This role is completed at the school during school hours for Grades 1 through 4. Days and times vary per classroom.
Time Commitment	1 hour per attendance, 3-4 days per month per member. Mid-morning reading slots will be required.
Number of Team Members	30 volunteers required
Reports To	Direct report to the Reading Coordinator, at read@jkcs-oakville.ca and respective teachers.
Training/Special Skills	None required
Job Description	<p>In-Person: Teachers select a specific day(s) for reading instruction which works with their classroom schedule and curriculum.</p> <p>As a reading parent, you will sit with students in grades 1-4 on a one-on-one basis to assist with and assess their reading pronunciation and comprehension. Your thoughts and assessments may then be shared with the teachers for further work with the students.</p> <p>You are expected to find a replacement for your reading slot if you have a conflict in schedule. A list of emails for parents reading in your specific class will be supplied in September. Rescheduling sick days would be at the teacher's discretion; this direction will come at the beginning of the year.</p> <p>Virtual: Volunteers will work with the coordinator to attend online reading sessions with groups of students.</p>
Supplies	None required
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

Bulletin Board Magician (contingent on public health regulations)

DAYTIME / HOME / SCHOOL

When and Where	This role is ideal for a parent who has available time when dropping their child off, or picking their child up from school. Preparation may be completed at home, but the installation of your design must be completed for the first of each month.
Time Commitment	Once per month, at the beginning/end of each month. Approximately 2 hours per month.
Number of Team Members	1 volunteer required
Reports To	Mrs. Panza, Staff Advisor
Training/Special Skills	None required but creativity and experience scrapbooking are an asset.
Job Description	You will work closely with the Staff Advisor to create a monthly bulletin board display which reflects the school's monthly Bible verse and theme. This display will remain on the bulletin board located outside the gym doors for the entire month in support of and reflection on the Bible verse and theme. The board should highlight a new vision/presentation each month. September will be your busiest month as you will also be required to refurbish each of the bulletin boards in the senior wing of the school for the upcoming year.
Supplies	None. All supplies are available from the school's art supply room. You may choose to supplement your creation with additional supplies at your own expense.
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

STUDENT AND SCHOOL ACTIVITIES

Parents' Prayer Group Coordinator

HOME / SCHOOL / COORDINATOR

When and Where	In this role, you will organize and attend the weekly Parents Who Pray meetings on Monday mornings at the school. Extra time for preparation will be completed at your convenience at home.
Time Commitment	1 hour commitment each Monday, as well as 1 hour each month coordinating each of the prayer meetings.
Number of Team Members	1 volunteer required
Reports To	Mr. Petrusma, Principal
Training/Special Skills	None required
Job Description	Working with the school Principal and the Communications Director, the Parents' Prayer Group Coordinator is responsible for implementing and coordinating a group of parents to offer prayer and support in a small group format for our students and school community. You will act as shepherd in leading the prayer group through weekly prayer readings/lessons that you choose and prepare. You are responsible for coordinating the room location for the prayer group to meet each week, and advertising the opportunity to join the prayer group and/or submit requests or needs for prayer. You will encourage and strive for participation from all parent members of the JKCS Prayer Group. You appreciate and will honour the request and/or need to keep confidential information private.
Supplies	None required
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

Choir Accompanist (contingent on public health regulations)

SCHOOL / DAYTIME

When and Where	This job may require attendance for in-person rehearsals later in the school year. More likely, it will involve learning and recording music from home so that students can participate virtually.
Time Commitment	However long it takes to learn music and record videos from home. If in-person rehearsals resume, it would require approximately 40 minutes of rehearsal time each week, during the school day or before/after school.
Number of Team Members	1 volunteer required
Reports To	Miss Bond, Music Teacher
Training/Special Skills	Advanced piano skills.
Job Description	Learn piano accompaniment parts for choir pieces at home, and possibly attend rehearsals and performances in person, depending on public health restrictions.
Supplies	None required
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

Virtual Choir Technology Aides

SCHOOL / DAYTIME

When and Where	This job can be done at home.
Time Commitment	The time commitment varies. It depends on the number of videos produced, and the number of students who participate. There will be 1-2 videos for the Christmas Concert, and possibly for Celebration of the Arts in the Spring.
Number of Team Members	1-2 volunteers required
Reports To	Miss Bond, Music Teacher
Training/Special Skills	Ability to use a GarageBand, LogicPro X, or any other DAW, to mix audio tracks.
Job Description	The Technology Aide will help Miss Bond in the final production of several virtual choir videos, after students have submitted their recordings. It will include extracting audio tracks from a website, importing them into a DAW, and mixing/editing them to make sure the voices line up, and the sound quality is improved.
Supplies	None
Police/Criminal Record Check and Child Welfare Attestation Required	No

Coaching (contingent on public health regulations)

SCHOOL / DAYTIME

When and Where	You will be leading 2-3 practices per week, an exhibition game and tournament(s) all within the sport's specific "season" (usually 6-8 weeks). The majority of the commitment takes place before or after school at JKCS in consultation with the Athletic Director.
Time Commitment	Concentrated over the season, approximately 20-24 hours
Number of Team Members	1 volunteer required per sport
Reports To	Mr. Fledderus, Athletic Director
Training/Special Skills	Previous coaching or playing experience in the sport of choice is an asset for continued skill development. A love of working with kids and an encouraging disposition are required!
Job Description	Details for each sport will be supplied. A staff supervisor assigned to each sport will work with the coach to arrange any administrative items, such as connecting with parents, arranging transportation etc.
Supplies	N/A
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

SCHOOL COMMUNITY

Community Events and Development Team

(some events are contingent on public health regulations)

DAYTIME / SCHOOL/ HOME

When and Where	This role calls for some flexibility in your schedule, occasional presence in the school, and a passion for the very special community events for which JKCS is famous!
Time Commitment	The time commitment will vary as this role is event based. Approximately 2 hours per month. <ul style="list-style-type: none"> ● JKCS Breakfasts at school - September, January ● Celebration Dinner - November each year ● Grandfriends Day - April ● Golf Tournament - June
Number of Team Members	12 volunteers required
Reports To	Director of Development and/or Office Administrator
Training/Special Skills	None required
Job Description	Volunteers will use their skills and time to help school staff execute the JKCS Breakfasts, Grandfriends Day, Celebration Dinner, Golf Tournament and other school community events that need assistance. Tasks may include, but are not limited to, event set up and cleanup, assistance during events ensuring that refreshments are available, distribution of programs, etc. A calendar will be created to ensure coverage at all events. <i>*New this year: There will be fewer evening meetings at the school and more conference calls and sharing information via Google Docs.</i>
Supplies	None required
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

Supply Purchasing

HOME / SCHOOL

When and Where	This role requires availability to shop on a regular basis and drop items off at the school.
Time Commitment	1-2 hours each week to purchase supplies for school requirements and events.
Number of Team Members	2 volunteers required
Reports To	Office Administrator
Training/Special Skills	No training or skills are required, although a Costco membership would be an asset.
Job Description	Based upon a list of supplies provided to you by the Office Administrator, you will 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 submitted to the Financial Administrator for reimbursement.
Supplies	None required
Police/Criminal Record Check and Child Welfare Attestation Required	No

JKCS Bakers
HOME

When and Where	This role requires availability to bake on a regular basis and drop items off at the school. Baking is completed at home and delivered on the day of various events throughout the school year.
Time Commitment	2-3 hours per month
Number of Team Members	13 volunteers required (a Baker's Dozen!)
Reports To	Director of Development and the Office Administrator
Training/Special Skills	Baking
Job Description	<p>This role requires bakers who take pride in and enjoyment from providing their best home baking so that we can consistently provide the warm welcome, that is our goal. Bakers are required to prepare baked goods at home for school events and special evenings.</p> <p><u>All baked goods must be nut-free and not store bought.</u></p> <p>We require 13 bakers to prepare items for the following events:</p> <ul style="list-style-type: none"> ● <i>High School Information Night – October</i> ● <i>Parent Teacher Interviews- 2 dates in November, 1 date in April</i> ● <i>Grandfriends' Day – April</i> ● <i>Membership Meeting – May</i> ● <i>Graduation Ceremony - June</i> ● <i>Last Teacher Meeting - June</i>
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 Record Check and Child Welfare Attestation Required	No

Class Art Parent
SCHOOL

When and Where:	This role is perfect for a parent who has flexible time to be in the school during school hours.
Time Commitment:	A commitment to assist in the art room as needed. Approximately 3 hours per month. A flexible schedule is a must, however many projects can be done at your own pace.
Number of Team Members:	1 volunteer required
Reporting:	Direct report to the Art Teacher.
Training/Special Skills:	None required but a passion for art is an asset.
Job Description:	The Class Art Parent will assist the Art Teacher in coordinating and establishing the art program. Duties include, but are not limited to, preparing mediums and supplies, set up and/or clean up on special art projects, mounting pieces, display of art on bulletin boards, support of new ventures through some art research.
Supplies:	None required
Police/Criminal Records Check & Child Welfare Attestation Required:	Yes

SENIOR GRADUATION

Grade 7 Parents Graduation Committee

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

HOME / SCHOOL

When and Where	Most of the work of this role is limited to the final term of the school year, culminating on graduation day.
Time Commitment	10 -15 hours Planning meetings will be held as needed. The graduation committee is required to assist the day before graduation and on graduation day.
Number of Team Members	10
Reports To	Director of Development
Training/Special Skills	None required
Job Description	<p>In Person: This team is an integral part of the success of the Grade 8 graduation held the last week of school. To allow the graduation celebration to be enjoyed by all graduating students and their families, your team assists with all aspects of the Grade 8 graduation ceremony and reception, including set-up, decoration, and clean-up at both the church and banquet hall locations. Mandatory Event dates (a day or two will be assigned to you):</p> <ul style="list-style-type: none"> • Evening before graduation day (for decorating church) • Graduation day (morning, decorating banquet hall) • Graduation day (afternoon at church in gymnasium) <p>Virtual: Meetings will take place remotely and continue to plan for a virtual celebration.</p>
Supplies	All supplies are provided.
Police/Criminal Record Check and Child Welfare Attestation Required	No

Grade 8 Parents Graduation Committee

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

HOME / SCHOOL

When and Where	Meetings to assist in planning the Grade 8 graduation occur well in advance of the graduation.
Time Commitment	One initial meeting will be conducted in January to prepare for the vision and direction of the graduation theme. The majority of communication is conducted via email/conference calls once the initial vision for the ceremony is finalized. A Google Doc will be used for the committee to track their work and provide updates to the group.
Number of Team Members	10
Reports To	Director of Development
Training/Special Skills	No special skills are required.
Job Description	<p>The work completed by this committee is primarily based on decisions made in their regular meetings.</p> <p>You will join a team of Grade 8 parents to plan and coordinate the Grade 8 graduation ceremony and reception. You will ensure all necessary steps are completed for the sourcing and purchasing of all gifts, items, decorations for the church and banquet hall, source and liaise with suppliers as needed and work side by side with the Director of Development to create a memorable graduation ceremony.</p>
Supplies	All supplies will be provided. Should you be required to purchase any supplies, all expenses will be reimbursed upon submission of receipts, invoices and/or proofs of purchase.
Police/Criminal Record Check and Child Welfare Attestation Required	No

BOARD OF DIRECTORS

Board of Directors – Overview

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

All Board members are required to sit on adjacent committees to fulfill their volunteer obligations as outlined by the GIFTS program.

CHAIR

- Will call and preside at all meetings using accepted parliamentary procedure.
- Will prepare agendas for Board and General meetings and ensure distribution.
- Will be the signing officer for the corporation; can be required to bind the corporation.
- Will be the primary spokesperson for the organization as well as the liaison with the Principal.
- Will be 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 fellow Board members, will be 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-CHAIR

- In the absence of the Chair, will call and preside at all meetings, prepare agendas, act as spokesperson, etc.
- Will assist the Chair in the performance of their duties and act as Chairperson of certain committees as designated by the Chair.
- Willingness to serve on at least one committee as deemed timely or appropriate by the newly elected Board.
- To possess knowledge and skills in one or more areas of board governance (e.g., policy, finance, programs, and personnel) would be an asset to this position.

SECRETARY

- Will be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements.
- 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:
 - o date, time, location of meeting
 - o list of those present and absent
 - o list of items discussed
 - o list of reports presented
 - o text of motions presented and description of their disposition
- Will ensure good communication among the Board and the Membership on behalf of the Board.
- Will prepare the Annual Board calendar.

TREASURER

- This position is one of the most demanding positions on the board as far as time goes.
- Will be required to attend all board meetings (one per month), attend all finance meetings, and attend and present financial information at membership meetings.
- Will be a member of the Finance Committee and may or may not act as the chair of this committee.
- Will manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
- 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 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.

BUILDING AND MAINTENANCE COMMITTEE REPRESENTATIVE

- Will ensure the JKCS school facility is maintained according to generally accepted standards regarding frequency and quality of work.
- The Building and Maintenance Committee, on which the Representative 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.
- Will work with the JKCS Facility Director in identifying maintenance issues and areas where facility repairs and improvements are necessary.
- Will review and maintain the janitorial contract as well as other service contracts, including Snow Plowing, Grass Maintenance, Garbage Service, HVAC Maintenance, Security Services, and other contracts as they arise.

IT REPRESENTATIVE

- This Board position oversees the planning and executing of IT.
- The IT Representative is required to be a Member of the IT Committee.
- This position reports directly to the Board on any activity with regards to the IT curriculum as well as the equipment belonging to JKCS.
- Frequently on call to staff and outside vendors in the absence of the Administrator.

CONTRACT PARTNERSHIP COMMITTEE (CPC) REPRESENTATIVE

- The CPC Representative 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, on which the Representative 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?

Please complete the **mandatory** Google [form](#) by **Friday July 16, 2021**.

Only submissions received via completed form will be accepted and considered. The GIFTS team will do their utmost to match everyone with something which fits their needs.

Please note:

Families who have not submitted their GIFTS requests by July 16, 2021: we will assume you are opting out of the GIFTS program and you will be invoiced the sum of \$1,000.

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 Coordinator, Ellen Lee, at volunteer@jkcs-oakville.ca.