



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)*

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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, 200 families, and 45 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 June 30th. Confirmation of assigned roles are sent out in 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.

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.

HOW DO I REGISTER?

Please complete the [Volunteer Registration Form](#) by **Thursday, June 30, 2022**.

Once you have reviewed the roles in this directory, please submit your top three choices by completing the Volunteer Registration Form (link above).

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: If you have not submitted your GIFTS requests by June 30, 2022, we will assume you are opting out of the GIFTS program and you will be invoiced the sum of \$1,000.

If 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**, at volunteer@jkcs-oakville.ca.

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 per 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 per 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

SCHOOL / DAYTIME

When and Where	This role requires attendance at the school on “Meet the Teacher Day” in August, Picture Day in September, Picture Retake Day in October, and availability to be in the school for 15 minutes each week in the Used Uniform Store in the mezzanine.
Time Commitment	1-2 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

HOME / SCHOOL / DAYTIME / 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 per 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

SCHOOL / DAYTIME

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

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

SCHOOL / DAYTIME

When and Where	The responsibilities of this role take place in the bustling office!
Time Commitment	2-3 hours per 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 and 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

SCHOOL / CLASSROOM / DAYTIME

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)

SCHOOL / CLASSROOM / DAYTIME

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

When and Where	Once or twice per month, during class periods.
Time Commitment	1-2 times per month, during the school day
Number of Team Members	4 volunteers required per class
Reports To	Kindergarten Teachers
Training/Special Skills	Enjoy working with young children
Job Description	You will work in the classroom to assist with the day's activities, reading and projects. This may include assisting in large craft projects with students. Availability for a busy final month of school to assist with special events and the Kindergarten Graduation will be required. Your final duty will be the last week of school which is a big Toy Washing Event to keep our play things disinfected.
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

HOME / DAYTIME

When and Where	Once or twice per month, take a trip to the Clarkson Branch of the Mississauga Library. In accordance with a pre-determined schedule set by the Kindergarten teachers.
Time Commitment	2-3 hours per 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 help keep the Kindergarten classrooms stocked with books of their classroom themes. Follow a predetermined pick-up and drop off schedule to exchange books at the local Library.
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)

SCHOOL / CLASSROOM / DAYTIME

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	Respective Classroom Teachers
Training/Special Skills	None required
Job Description	The Class Parent will attend in the classroom to assist the teacher. Duties include creating and setting up bulletin boards and displays, coordinating class parties and special events.. Attendance on field trips may be required. You are required to take a minimum of two Reading slots per month. Note: Some teachers only require limited help; in those cases the balance of the role will be made up through the reading program.
Supplies	None required. All supplies for bulletin boards will be supplied by the teachers.
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

Class Art Assistant

SCHOOL

When and Where	Perfect for a parent who can be in the school during school hours!
Time Commitment	Assist in the art room as needed for about 3 hours per month. Many projects can be done at your own pace.
Number of Team Members	1 volunteer required
Reports To	Art Teacher
Training/Special Skills	None required but a passion for art is an asset.
Job Description	You will help coordinate the art program, prepare supplies, set up and/or clean up on special art projects, mounting pieces, display art on bulletin boards, and art research.
Supplies	None required
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

Band Parents

SCHOOL / CLASSROOM / DAYTIME

When and Where	In the classroom (grades 5-8), a few evening concerts, and in the last week of August 2023.
Time Commitment	Periodic help during school hours, with a higher concentration of time in September, January, and June. Help will also be required at the end of August 2023.
Number of Team Members	2-4 volunteers required
Reports To	Music Teacher
Training/Special Skills	Ability to manage groups of students while they work independently and a willingness to lead small sections of students as they practice their instruments together. A music background and a passion for music education. Instrumental music skills are an asset, particularly if you play a wind instrument.
Job Description	You will be called on during key moments in the school year and will be involved in the following tasks: <ul style="list-style-type: none">• Helping beginner students in grades 5-8 get started on their instruments.• Helping with end-of-year instrument inventory.• Helping with start-of-year instrument inventory during the last week of August in 2023.• Helping at school concerts and on daytime trips, as needed (approximately 3-6 events).
Supplies	None required.
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

Reading Parents

SCHOOL / CLASSROOM / DAYTIME

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	Reading Coordinator, at read@jkcs-oakville.ca and respective teachers.
Training/Special Skills	None required
Job Description	<p>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>
Supplies	None required
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

Bulletin Board Assistant

HOME / SCHOOL / DAYTIME

When and Where	This role is ideal for a parent who has available time when children are dropped off at or picked 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	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

Library Resources

SCHOOL / DAYTIME

When and Where	Flexible schedule during school hours, as arranged with the JKCS Librarian.
Time Commitment	1 hour, approximately 1-2 times per week when needed (not required every week).
Number of Team Members	2 volunteers required
Reports To	JKCS Librarian
Training/Special Skills	No special skills required, although 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 re-shelved in order by the students), book labelling, and book circulation.
Supplies	none required
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	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 Rehearsal Assistants and Accompanists

SCHOOL / DAYTIME

When and Where	After school at JKCS, at various points in the year.
Time Commitment	Rehearsals will be no longer than one hour at a time, and they will only run in specific months (to be determined).
Number of Team Members	2-4 volunteers required
Reports To	Miss Bond, Music Teacher
Training/Special Skills	Vocal skills and confidence to lead groups of students in vocal warmups or sectionals. Advanced piano skills are an asset (for accompanists only). Ability to lead large and small groups of students in a rehearsal setting.
Job Description	Our choir program relies on a strong team of committed parents who are passionate about music education. If you love to sing and/or possess advanced piano skills, we want to hear from you!
Supplies	None required
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

Coaching

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

HOME / SCHOOL / DAYTIME / EVENING

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	10 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.
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	20 volunteers required
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, special evenings, and blessing the staff.</p> <p><u>All baked goods must be nut-free and not store bought.</u></p> <p>We require 20 bakers to prepare items for the following events:</p> <ul style="list-style-type: none"> ● <i>Parent Teacher Interviews - November and April</i> ● <i>Grandfriends' Day - April</i> ● <i>Membership Meeting - May</i> ● <i>Golf Tournament - June</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

Classroom Ambassadors

HOME / SCHOOL / DAYTIME / EVENING

When and Where	This role is completed outside of school hours. There will be various times and events throughout the school year.
Time Commitment	3-4 hours per month
Number of Team Members	20 volunteers required
Reports To	Classroom Ambassador Coordinator
Training/Special Skills	Passion for building JKCS Community. Even a new family could consider this role.
Job Description	This role helps build connections between families in a homeroom class. We are looking for one Classroom Ambassador for every homeroom class (JK to Grade 8). This program will involve attending Classroom Ambassador meetings, planning events with your fellow Class Ambassadors that foster connections between BOTH students and parents in your assigned homeroom class. You will connect with all the parents in your assigned homeroom via email to set up social events where students and their parents can meet and grow in their relationships. You are then in charge of helping to run any event that is planned.
Supplies	None required
Police/Criminal Record Check and Child Welfare Attestation Required	Yes

Translators

HOME

When and Where	This job may be completed at home.
Time Commitment	2-4 hours per month
Number of Team Members	1-2
Reports To	Director of Communications
Training/Special Skills	Bilingual (Mandarin-English and Korean-English)
Job Description	Can you write in Hangul or Chinese characters? We are looking for someone who would be willing to translate informal yet important messages for our parent population (e.g., <i>Wednesday is a Friday schedule!</i> or information regarding Spirit Days). Messages would be translated ahead of time at home and shared via email with our Director of Communications who would broadcast the messages via social media.
Supplies	N/A
Police/Criminal Record Check and Child Welfare Attestation Required	No

SENIOR GRADUATION

Grade 7 Parents Graduation Committee

Please note that this committee is open to the 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>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.</p> <p>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)
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:
 - 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
- 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.