



GIFTS CATALOGUE 2024-2025

Building the Fabric of our School

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

Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms. (1 Peter 4:10 NIV)

TABLE OF CONTENTS

ABOUT JOHN KNOX CHRISTIAN SCHOOL	3
MISSION STATEMENT	3
VISION STATEMENT	3
OUR VALUES	4
THE GIFTS PROGRAM: GETTING INVOLVED FOR THE STUDENTS	5
HOW DO I REGISTER?	5
DEFINITION OF KEYWORDS	6
SCHOOL ORGANIZATION	7
Committees at JKCS	7
Building and Maintenance Committee Member	7
Contract Partnership Committee (CPC) Member	8
GIFTS Administrators	9
EDUCATIONAL SUPPORT	10
Art Assistant	10
Kindergarten Assistants	10
Kindergarten Book Swap Assistant	11
Kindergarten Lunch Supervision Team	11
Library Assistants	12
Music Assistants	12
Reading Parents	13
EXTRA CURRICULAR ACTIVITIES	14
Battle of the Books Coordinator	14
Battle of the Books Junior Questions Prep Team	15
Battle of the Books Senior Questions Prep Team	16
Battle of the Books Practice/Event Assistant	17
Servant Team Assistants	18
Sports Coaching	19
SCHOOL COMMUNITY	20
Baking Team	20
Bulletin Board Assistant	21
Classroom Ambassadors	22
Community Events and Development Team (CED)	23
Grade 8 Parents Graduation Committee	24
Graduation Reception Team	25
Laundry Services Team	26
Lost and Found Team	26
Parents Who Pray Group	27
Parents Who Pray Group - Coordinators	27
Special Projects Team	28
School Historian	28
	2

Supplies Purchasing Team	29
Translators for Printed Materials	29
Used Uniform Team	30
BOARD OF DIRECTORS	31
Board of Directors – Overview	31
CHAIR	31
VICE-CHAIR	31
TREASURER	31
SECRETARY	31
BUILDING AND MAINTENANCE COMMITTEE REPRESENTATIVE	32
CONTRACT PARTNERSHIP COMMITTEE (CPC) REPRESENTATIVE	32
IT REPRESENTATIVE	32

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/guardians 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 needs, 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 lifelong learning
- Investigating life's diversity

THE GIFTS PROGRAM: GETTING INVOLVED FOR THE STUDENTS

John Knox Christian School is made up of approximately 400 students, 250 families, and 50 staff. 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 role over the course of the school year or choose to opt-out and pay \$500* to the program. 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, but it also helps to reduce 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/Guardians are asked to make a year-long volunteer commitment to our school community. Parents/Guardians 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 an expression 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. Parents/Guardians are asked to register for their top three choices of GIFTS roles for the upcoming school year. Confirmation of assigned GIFTS roles are sent out via email 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 is organized by the Volunteer Coordinator and is overseen by the Principal of John Knox Christian School. Any questions, comments, and/or concerns are to be addressed to the Volunteer Coordinator via email at volunteer@jkcs-oakville.ca.

****Due to ongoing construction and space constraints, we recognize that some of our usual volunteering opportunities may be limited. There are still many opportunities to volunteer, and we want to encourage you to do so. As a result of the reduction in volunteer opportunities the opt-out fee will reduce to \$500 for the 2024-2025 school year only.***

HOW DO I REGISTER?

Please complete the [Volunteer Registration Form](#) by **Thursday May 31, 2024**

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 the completed form will be accepted and considered. The GIFTS team will do their utmost to match everyone with a role that suits their giftings.

Please note: If you have not submitted your GIFTS job choices on the Volunteer Registration Form by the end of May 2024, we will understand that you are choosing to opt-out and will pay \$500 to the GIFTS program and bless the school in this way. You will be invoiced for the amount of \$500 at the beginning of the school year.

“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.

Note: If you have skills, passions, or interests that you believe could be of help to bless our school and do not see a role in this GIFT’s catalogue that cover it, please feel free to reach out to our Vice Principal, Alta Van Niekerk, at avanniekerk@jkcs-oakville.ca. While we can’t guarantee that we have the opportunity to utilize your skill, passion, or interest; we would love to speak with you about possible opportunities to serve our school.

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 May 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 Member EVENING

When and Where	The responsibilities of this committee require a year-long commitment. On school property and attendance at meetings as needed.
Time Commitment	10 hours per school year
Number of Team Members	3
Reports To	Building and Maintenance Committee Representative from the Board of Directors
Training/Special Skills	A background in construction, engineering, facility management, and/or property management is an asset.
Job Description	Able to assist on small group projects as they arise in the course of a school year. Meet as needed to discuss the grounds, facilities and current projects.
Supplies	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	No

Contract Partnership Committee (CPC) Member
EVENING

When and Where	Attendance at meetings at the school through the year as needed
Time Commitment	10 hours per school year
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 deals with contractual and compensation issues that affect all employees equally. The CPC is a negotiating body to resolve board and employee perspectives on common contractual and compensation matters. The Contract Partnership Committee will strive to ensure ongoing, constructive communication between the employees and the Board on those matters that fall within its mandate.
Supplies	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	No

GIFTS Administrators

HOME / SCHOOL / DAYTIME / EVENING

When and Where	This job may be completed as needed at home and will also require occasional attendance at JKCS during school hours.
Time Commitment	5 to 7 hours per month (greater in May and September)
Number of Team Members	No vacancies at this time
Reports To	Volunteer Coordinator and VP of Finance and Operations
Training/Special Skills	Leadership and organizational skills are an asset.
Job Description	GIFTS administrators provide direction to, administration for, and oversight of all volunteers. Relying on the concept of team building, volunteers direct and oversee the implementation of the GIFTS program and maintenance of the GIFTS catalogue for JKCS 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/Vulnerable Sector Check and Child Welfare Attestation Required	No

EDUCATIONAL SUPPORT

Art Assistant

SCHOOL / CLASSROOM / DAYTIME

When and Where	This job is completed at school during school hours. Projects can be completed at your own pace.
Time Commitment	3 hours per month
Number of Team Members	1
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/Vulnerable Sector Check and Child Welfare Attestation Required	Yes

Kindergarten Assistants

SCHOOL / CLASSROOM / DAYTIME

When and Where	Attendance will be needed in the kindergarten classroom during class periods.
Time Commitment	1 to 2 times per month as requested by the classroom teacher
Number of Team Members	12 (4 per Kindergarten classroom)
Reports To	Kindergarten Teachers
Training/Special Skills	Enjoy working with young children
Job Description	This role is open to Kindergarten parents only. 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 is the last week of school for a big toy washing event to ensure our toys are disinfected.
Supplies	None required. All supplies will be provided by the teachers.
Police/Vulnerable Sector Check and Child Welfare Attestation Required	Yes

Kindergarten Book Swap Assistant

HOME / SCHOOL / DAYTIME

When and Where	Once or twice per month, take a round trip between the school and the Clarkson Branch of the Mississauga Library.
Time Commitment	1 to 2 hours per month
Number of Team Members	1
Reports To	Kindergarten teachers for pick-up and delivery.
Training/Special Skills	None required
Job Description	In accordance with a pre-determined pick-up and drop-off schedule set by the Kindergarten teachers, the book swap assistant will borrow library books for use in the classroom and return them by the due date to help keep the Kindergarten classrooms stocked with books based on classroom themes.
Supplies	None required. The required library card will be provided and is on record with the Clarkson Branch of the Mississauga Library.
Police/Vulnerable Sector Check and Child Welfare Attestation Required	No

Kindergarten Lunch Supervision Team

SCHOOL / DAYTIME

When and Where	Assisting in the Kindergarten classroom during Lunchtime and help to supervise outdoors at recess.
Time Commitment	30 hours total (approximately 45 minutes weekly)
Number of Team Members	30
Reports To	Kindergarten Lunch Supervision Team Coordinator
Training/Special Skills	None required
Job Description	You will monitor students during recesses and/or before school on Fridays 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	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	Yes

Library Assistants
SCHOOL / DAYTIME

When and Where	With a flexible schedule during school hours as arranged with the JKCS Librarian, the library assistant will work in the school library.
Time Commitment	1 - 3 hours per month
Number of Team Members	4
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, book labelling, and book circulation.
Supplies	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	Yes

Music Assistants
SCHOOL / CLASSROOM / DAYTIME / EVENING

When and Where	At JKCS during the school day as needed. Assistance at Concerts as needed.
Time Commitment	1 to 4 hours per month
Number of Team Members	4 to 6
Reports To	Music Teacher
Training/Special Skills	A passion for Music and willingness to help the students as they learn. The ability to read music or play an instrument is an asset but not required for every task. We are especially interested in finding more piano accompanists for the choir program.
Job Description	This is a good role for someone who has a flexible daytime schedule. Music parents are called on as needed throughout the year and could be involved in any of the following tasks: <ul style="list-style-type: none"> • helping senior students on woodwind, brass, percussion, guitar/bass, drum set, or keyboard instruments. • supervising student led sectional rehearsals • organize and assist students to tune instruments before concerts. • Administrative tasks, such as instrument inventory and book preparation.
Supplies	None required.
Police/Vulnerable Sector Check and Child Welfare Attestation	Yes

Reading Parents

SCHOOL / CLASSROOM / DAYTIME

When and Where	This role is completed at the school during school hours for Grades 1 through 4. Days and times vary by classroom. Mid-morning reading slots will be required.
Time Commitment	3 to 4 hours per month
Number of Team Members	6
Reports To	Reading Coordinator 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 3 or 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 individuals 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/Vulnerable Sector Check and Child Welfare Attestation Required	Yes

EXTRA CURRICULAR ACTIVITIES

Battle of the Books Coordinator

HOME / SCHOOL / DAYTIME / EVENING / COORDINATOR

When and Where	This job may be completed at home at your leisure with the exception of one early fall introductory team meeting. This role is active from October through December each year, with the addition of the Battle of the Books competition in April.
Time Commitment	3 hours each month (October, November, and December), plus 8 to 10 hours to read a book/prepare questions; attendance at the fall introductory meeting and at the Battle of the Books competition in April make up the balance of the time commitment for this role.
Number of Team Members	1
Reports To	Staff leads of the junior and senior Battle of the Books teams
Training/Special Skills	Ability to create/maintain a computer spreadsheet for book questions
Job Description	The completion and maintenance of the spreadsheet created from questions provided by the members of the question prep teams will form a large part of this role. As a member of this team (in addition to serving as the coordinator), you will be required to read at least one of the prescribed books for the Battle of the Books competition and prepare a list of 300 factual questions regarding the book's story and content. The best gauge is approximately one question per page. As coordinator, you will also be required to accompany the junior and senior Battle of the Books teams to the competition in April.
Supplies	A computer and email are required.
Police/Vulnerable Sector Check and Child Welfare Attestation Required	Yes

Battle of the Books Junior Questions Prep Team

HOME / SCHOOL / DAYTIME / EVENING

When and Where	This job may be completed at home at your leisure with the exception of one training session with the coordinator early in the fall. This work is done in October and November each year, with questions to be completed by December 1.
Time Commitment	8 to 10 hours per book (including reading time) x 4 books
Number of Team Members	8
Reports To	Battle of the Books Coordinator
Training/Special Skills	Ability to draft and deliver questions to coordinator by email
Job Description	As a member of this team, you will be required to read at least one of the prescribed books and prepare a list of 300 factual questions regarding the book's story and content. The best gauge is approximately one question per page.
Supplies	A computer and email are required. The book(s) needed may not be available in the JKCS library and will have to be sourced from the public library system.
Police/Vulnerable Sector Check and Child Welfare Attestation Required	No

Battle of the Books Senior Questions Prep Team

HOME / SCHOOL / DAYTIME / EVENING

When and Where	This job may be completed at home at your leisure with the exception of one training session with the coordinator early in the fall. This work is done in October and November each year, with questions to be completed by December 1.
Time Commitment	8 to 10 hours per book (including reading time) x 4 books
Number of Team Members	2
Reports To	Battle of the Books Coordinator
Training/Special Skills	Ability to draft and deliver questions to coordinator by email
Job Description	As a member of this team, you will be required to read at least one of the prescribed books and prepare a list of 300 factual questions regarding the book's story and content. The best gauge is approximately one question per page.
Supplies	A computer and email are required. The book(s) needed may not be available in the JKCS library and will have to be sourced from the public library system.
Police/Vulnerable Sector Check and Child Welfare Attestation Required	No

Battle of the Books Practice/Event Assistant

HOME / SCHOOL / DAYTIME / EVENING

When and Where	The majority of this job may be completed at home at your leisure during the month of January. Participating at the Battle of the Books competition in April is also required.
Time Commitment	3 to 4 hours during the month of January, plus participation at Battle of the Books competition in April
Number of Team Members	8
Reports To	Battle of the Books coordinator and staff leads of the junior and senior Battle of the Books teams
Training/Special Skills	An understanding of how the competition works is an asset as it will aid in understanding the format of the questions to be prepared. As a reader at the competition, ability to read questions quickly and clearly is required.
Job Description	Create 30 lightning and 30 battle format questions per new book (likely 180 to 240 questions in total from 3 to 4 new books) by selecting and reformatting questions from the question bank. The question bank is provided by the Battle of the Books coordinator. You will also participate at the Battle of the Books competition in April as a question reader.
Supplies	A computer and email are required.
Police/Vulnerable Sector Check and Child Welfare Attestation Required	Yes

Servant Team Assistants

HOME / SCHOOL / DAYTIME / EVENING

When and Where	The responsibilities for this role take place as needed at home and/or at school.
Time Commitment	5-10 hours leading up to each of the Servant Team events in the Fall, Winter, and Spring (totalling up to 30 hours)
Number of Team Members	3
Reports To	Director of Discipleship and Leadership
Training/Special Skills	<ul style="list-style-type: none"> • Strong organizational skills to manage tasks related to event preparation and execution • Effective communication abilities to interact with team members, event participants, and the public • Collaboration skills to work with diverse groups of volunteers and event organizer • Flexibility to adapt to changing needs and responsibilities as needed leading up to and during events • Prior experience in event coordination or community outreach is beneficial but not required
Job Description	<p>*Subject to change based on updates to Servant Team events and partnerships for the upcoming year.</p> <p>Raking event:</p> <ul style="list-style-type: none"> • Help bag tulip bulbs and cayenne powder leading up to the event • Assist with communications • Work with event coordinators to ensure smooth logistics and execution • Support participants during the event (takes place on a Saturday) <p>Food Drive and Community Breakfast:</p> <ul style="list-style-type: none"> • Count and transport food collection • Assist with setup and organization on the day of the community breakfast • Help serve food, manage guest flow, and ensure a positive experience for attendees • Collaborate with team members to handle various situations
Supplies	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	No

Sports Coaching
SCHOOL / DAYTIME

When and Where	Coaches will lead two to three practices per week, as well as an exhibition game and tournament(s) all within the sport's specific "season" (usually 6 to 8 weeks in length). The majority of the commitment takes place before or after school at JKCS in consultation with the Athletic Director.
Time Commitment	Approximately 20 to 24 hours over a concentrated season
Number of Team Members	6
Reports To	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/guardians, arranging transportation, etc.
Supplies	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	Yes

SCHOOL COMMUNITY

Baking Team

HOME / DAYTIME / EVENING

When and Where	This role requires availability to bake at home and to deliver items to the school on the team member's scheduled day throughout the school year.
Time Commitment	1 or 2 hours per month
Number of Team Members	20+
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. 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>A full yearly calendar will be provided. The bakers will be scheduled to bake for some of the following events:</p> <ul style="list-style-type: none"> ● <i>Fundraising Events - various</i> ● <i>Learning Conferences - November and April</i> ● <i>Christmas Cookies for Auction - November</i> ● <i>Baking for the Staff - 2 times per year</i> ● <i>Naomi Duval Joy Awards Lunch - January and June</i> ● <i>Grandfriends' Day - April</i> ● <i>Golf Tournament - June</i> ● <i>Graduation Cookies - June</i> ● <i>Teacher/Staff Meetings - various dates</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/Vulnerable Sector Check and Child Welfare Attestation Required	No

Bulletin Board Assistant
HOME / SCHOOL / DAYTIME

When and Where	This role is ideal for an individual 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 the display must be completed for the first school day of each month.
Time Commitment	6 hours (usually at the beginning and the end of the school year).
Number of Team Members	1
Reports To	Director of Discipleship and Leadership
Training/Special Skills	None required but creativity and a love for decorating or scrapbooking are an asset.
Job Description	You will work closely with the Director of Discipleship and Leadership to assist with the Chapel bulletin board display which reflects the school's Chapel themes.
Supplies	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/Vulnerable Sector Check and Child Welfare Attestation Required	Yes

Classroom Ambassadors

HOME / SCHOOL / DAYTIME / EVENING

When and Where	Most of this role is completed outside of school hours. You will help to organize a few events throughout the school year starting with a “Welcome to a New School Year” Event. You will also connect with families in your assigned homeroom class throughout the school year.
Time Commitment	3 to 4 hours per month + ‘Welcome Back to School’ Social Event
Number of Team Members	38 (2 per classroom)
Reports To	Classroom Ambassador Coordinators
Training/Special Skills	Passion for building JKCS Community.
Job Description	We need two cheerful Classroom Ambassadors for every homeroom from JK to Grade 8! Your goal is to create community by organizing big or small social events that bring current families and new families together. You can also communicate with parents/guardians by creating a chat group where all comments and questions regarding school life can be addressed and all social gatherings can be planned. We want to ensure everyone feels engaged with the school and you will be the link between families, spreading joy and building a strong community.
Supplies	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	Yes

Community Events and Development Team (CED)

HOME / SCHOOL / DAYTIME / EVENING

When and Where	This role requires one (1) mandatory event* and will require occasional presence in the school and at event locations for the following events: <ul style="list-style-type: none"> • JKCS breakfasts (in-school) - September (TBC) • *Celebration Gala (off-property) November- Mandatory Event • Grandfriends Day (in-school) - April • Golf Tournament (off-property) - June • Additional Special or Fundraising Events - as needed
Time Commitment	1 hrs for each event + 3 hours for Mandatory event
Number of Team Members	10
Reports To	Director of Development
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 Gala 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/Vulnerable Sector Check and Child Welfare Attestation Required	No

Grade 8 Parents Graduation Committee

HOME / SCHOOL / DAYTIME / EVENING

When and Where	Regular committee meetings for graduation begin in January each year at a mutually agreed upon location.
Time Commitment	12 to 15 hours
Number of Team Members	10
Reports To	Director of Development
Training/Special Skills	No special skills are required.
Job Description	<p>This committee is open to parents of Grade 8 students only. The work completed by this committee is primarily based on decisions made in their regular meetings.</p> <p>Committee members will help to create a memorable graduation ceremony and reception by ensuring all necessary steps are completed for the sourcing and purchasing of all gifts, items, decorations for the church and banquet hall. The committee will work closely with the Director of Development to plan and coordinate this event.</p>
Supplies	All supplies will be provided. Should additional supplies need to be purchased by committee members, all expenses will be reimbursed upon submission of proofs of purchase.
Police/Vulnerable Sector Check and Child Welfare Attestation Required	No

Graduation Reception Team

DAYTIME / EVENING

When and Where	All of the work for this role is limited to two days and falls on the final week of the school year culminating on graduation day.
Time Commitment	8 hours
Number of Team Members	6-10
Reports To	Director of Development
Training/Special Skills	None required
Job Description	<p>This team will give preference to parents of Grade 7 students however, anyone is welcome to participate in this team.</p> <p>Please note: <u>this role requires MANDATORY event dates to be reserved in advance</u> (the day prior to Graduation and Graduation day itself - SEE BELOW):</p> <ul style="list-style-type: none"> ● Evening before graduation day (decorating church) 1.5 hrs ● Graduation day (morning, decorating banquet hall) 1.5 hrs ● Graduation day (afternoon at church in gymnasium) 3.5 hrs ● Graduation clean-up (9:30 pm evening clean-up at hall) 1.5 hrs <p>This team plays an integral part in 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, this team assists with the Grade 8 graduation ceremony and reception, including one online meeting, set-up, decoration, and clean-up at both the church and banquet hall locations.</p>
Supplies	All supplies are provided.
Police/Vulnerable Sector Check and Child Welfare Attestation Required	No

Laundry Services Team

HOME / SCHOOL / DAYTIME / EVENING

When and Where	This role is completed as needed at home.
Time Commitment	1 to 2 hours per month
Number of Team Members	2
Reports To	Office Administrator
Training/Special Skills	None required
Job Description	You will assist in the laundering of items such as tablecloths after special school events, used uniforms, and certain items from our Lost and Found. You will pick up the items at the school and wash, dry, and fold the items. Then return them to the school within two or three days.
Supplies	Washer, dryer, and laundry supplies at home
Police/Vulnerable Sector Check and Child Welfare Attestation Required	No

Lost and Found Team

SCHOOL / DAYTIME

When and Where	This role requires regular check in at the school as scheduled.
Time Commitment	2 hours per month
Number of Team Members	4
Reports To	Office Administrator
Training/Special Skills	None required
Job Description	Attend at the school to sort lost and found items each month. Identify and hand in labelled items to the Office Administrator for easy return to the identified student. Donate and/or repurpose all unclaimed or unusable items which have remained unclaimed.
Supplies	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	Yes

Parents Who Pray Group

HOME / SCHOOL / DAYTIME

When and Where	Parents Who Pray meetings are held on Monday mornings at the school following chapel assemblies.
Time Commitment	This role requires attendance each Monday morning during the school year between 9:15 and 10:30 am.
Number of Team Members	unlimited
Reports To	Parents Who Pray Group Coordinators
Training/Special Skills	None required
Job Description	Parents Who Pray Group is for any parent that wishes to offer prayer and support for JKCS students, staff and the school community. Participation from all group members will honour the need to keep prayer requests or confidential information private.
Supplies	None required
Police/Vulnerable Sector Check and Child Welfare Required	No

Parents Who Pray Group - Coordinators

HOME / SCHOOL / DAYTIME / COORDINATOR

When and Where	Parents Who Pray meetings are held on Monday mornings at the school following chapel assemblies. Preparation for the prayer meetings is done at home.
Time Commitment	This role requires attendance each Monday morning during the school year between 9:15 and 10:30 am, as well as any additional time needed for preparation and coordination at home.
Number of Team Members	2
Reports To	Principal
Training/Special Skills	None required
Job Description	Working with the school Principal, the Parents Who Pray Group Coordinators are responsible for implementing and coordinating a group of parents/guardians to offer prayer and support in a group format for JKCS students, staff and the school community. You will act as shepherds in leading the prayer group through weekly prayer meetings. You will also encourage participation from group members and honour the need to keep prayer requests and confidential information private.
Supplies	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	No

Special Projects Team
SCHOOL / DAYTIME

When and Where	The responsibilities for this role take place as needed in the school.
Time Commitment	1 hour per week
Number of Team Members	10
Reports To	Office Administrator
Training/Special Skills	Well suited for a self-motivated individual with good organizational and office skills.
Job Description	You will help with school project-based activities as they arise. You will assist with a wide variety of projects for teachers, special school events and some office jobs. You will be helping to prepare gift bags, collate workbooks, photocopying and laminating, along with many other miscellaneous projects.
Supplies	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	Yes

School Historian
SCHOOL / DAYTIME

When and Where	Team members will work at the school with a flexible schedule during school hours.
Time Commitment	2 hours, approximately per month (20 hrs total)
Number of Team Members	3
Reports To	Director of Communications
Training/Special Skills	No special skills required. This role is perfect for someone who loves organizing and preserving memories.
Job Description	You will sort through our school archives and organize our photographs, documents, and historical items into a well-structured file system and albums/scrapbooks. You will also be responsible for maintaining new material that has historical value for our school community.
Supplies	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	Yes

Supplies Purchasing Team

HOME / SCHOOL / DAYTIME / EVENING

When and Where	This role requires availability to shop on a regular basis and drop items off at the school through an assigned portion of the school year.
Time Commitment	20 hours (1 to 2 hours weekly)
Number of Team Members	2
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/Vulnerable Sector Check and Child Welfare Attestation	No

Translators for Printed Materials

HOME / DAYTIME / EVENING

When and Where	This job may be completed at home as needed.
Time Commitment	2 hours per month
Number of Team Members	2
Reports To	Director of Language Learning
Training/Special Skills	Bilingual (Mandarin/English or Korean/English) Apply directly by email to msemplonius@jkcs-oakville.ca to be considered for this role.
Job Description	Can you write in Hangul or Chinese characters? We are looking for someone who would be willing to translate English documents for our Mandarin- and Korean-speaking populations. Translation experience is an asset. A writing sample must be provided.
Supplies	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	No

Used Uniform 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 in the Used Uniform Store as scheduled monthly.
Time Commitment	1 to 2 hours per month
Number of Team Members	6
Reports To	Office Administrator
Training/Special Skills	None required
Job Description	You will assist in the Used Uniform Store in the mezzanine by sorting donations and organizing the uniforms into their proper locations by size/type. You will direct school parents/guardians when they need to shop at the Used Uniform Store. Your assistance will be especially invaluable at the “Meet the Teacher Day” in August, Picture Days in September and October, and on any special Uniform Sale Days.
Supplies	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	Yes

BOARD OF DIRECTORS

Board of Directors – Overview

These positions are 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 By-laws. 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.
- Willing 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.

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.

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: the date, time, and location of the meeting; list of board members present and absent; list of items discussed; list of reports presented; and record any motions presented and passed.
- Will ensure good communication among the Board and the Membership on behalf of the Board.
- Will prepare the Annual Board calendar.

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.

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.

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.