JOHN KNOX CHRISTIAN SCHOOL

GIFTS CATALOGUE

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)

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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/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 life-long learning
- Investigating life's diversity

THE GIFTS PROGRAM: GETTING INVOLVED FOR THE STUDENTS

Hello John Knox Families,

The **GIFTS** program is an integral part of the amazing community that is John Knox Christian School. Through this program, families are able to use their unique God-given talents and experience to serve the school and it has the added benefits of not only helping to reduce the operational costs but studies—and our own experience—show that when parents get involved, students thrive!

The attached document has a comprehensive description of each volunteer position and we ask that you register for your **top three** choices. The confirmation of the assigned GIFT's role will be sent out in late August or September and we ask that parents make a year-long commitment in their role.

We understand that some families are unable to make this commitment due to personal schedules and circumstances. If this is the case, families can choose to pay the opt-out fee which has been reduced to **$500**. It is, however, mandatory for families to choose one of these options.

We're excited to serve together and continue building a strong, Christ-centered community!

The program is coordinated by our Volunteer Coordinator and overseen by the Principal. For any questions or concerns, please contact volunteer@jkcs-oakville.ca.

HOW DO I REGISTER?

Please complete the GIFTS Registration Form by **Friday June 13, 2025**.

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 - Email requests will not be accepted. The GIFTS team will do their utmost to match everyone with a role that suits their giftings.

Please note: If you have not selected your GIFTS volunteer preferences by June 13th, 2025, we will assume you are opting out of the GIFTS program and you will be invoiced in September for the sum of $500.

Don't forget! Volunteers MUST have
a valid Police Check with Vulnerable Sector Screening.
This also applies to Parents who wish to accompany their kids on field trips.

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 will be required.
Time Commitment	3 to 4 hours per month
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	Meet once a month 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	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	No

Contract Partnership Committee (CPC) Member

EVENING

When and Where	Attendance at three to four meetings at the school through the year as scheduled
Time Commitment	2 to 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 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.
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, fold the items, and then return them to the school (to be returned within a day or two).
Supplies	Washer, dryer, and laundry supplies at home
Police/Vulnerable Sector Check and Child Welfare Attestation Required	No

Lost and Found Team

HOME / 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	2
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	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	20
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

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 1 - 2 hours in the Used Uniform Store as scheduled monthly.
Time Commitment	1 to 2 hours per month
Number of Team Members	4
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

Yard Duty Coordinator

HOME / SCHOOL / DAYTIME / EVENING / COORDINATOR

When and Where	All coordinator responsibilities are completed at home at your convenience. The coordinator may serve at school as needed,
Time Commitment	2 to 3 hours per month
Number of Team Members	1
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 Assistant check in. You will be responsible for ensuring that monitors are available at both first and second recesses daily and on Fridays before school.
Supplies	You will be required to have an email address for communication with all Yard Duty Assistants and the JKCS Office Administrator.
Police/Vulnerable Sector Check and Child Welfare Attestation Required	Yes

Yard Duty - Kindergarten Support

SCHOOL / DAYTIME

When and Where	Yard Duty team members serve onsite during the second (lunch) recesses **or** on Fridays mornings before school begins. Assistance is required in primary yard areas.
Time Commitment	20 to 30 hours total (approximately 45 minutes weekly)
Number of Team Members	40
Reports To	Yard Duty Coordinator
Training/Special Skills	None required
Job Description	You will be onsite during the **second (lunch) recess in the kindergarten class and outdoor on Yard duty**, or on **Friday mornings before school begins on Yard Duty**. Your key responsibilities will be to help the Kindergarten students with their lunches, assist them with putting on their outdoor shoes and jackets and spend time with them outdoors to monitor and support a safe and positive play during recess **OR** volunteering on Friday morning before school to help with outdoor supervision.
Supplies	None required

Police/Vulnerable Sector Check and Child Welfare Attestation Required	Yes

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

Band Parents

SCHOOL / CLASSROOM / DAYTIME / EVENING

When and Where	At JKCS during the school day as needed. Possible evening concert attendance (two times per year).
Time Commitment	1 to 5 hours per month
Number of Team Members	4
Reports To	Music Teachers
Training/Special Skills	The ability to read music on any instrument, and a willingness to help struggling students. Instrument skills are helpful, but as long as you can read music and have a desire to help young musicians, you will be a great help.
Job Description	This is a good role for someone who has a flexible daytime schedule. Band parents are called on as needed throughout the year and could be involved in any of the following tasks: ● Helping beginner students in grades 5-8 get started on their instruments. ● Working with small groups or sections. ● Helping organize and tune students before concerts. ● Administrative tasks, such as instrument inventory and book preparation.
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 class)
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 will be during 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

Library Assistant

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 hour, approximately once per week when needed (not required every week)
Number of Team Members	2
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/Vulnerable Sector Check and Child Welfare Attestation Required	Yes

Reading Parents Coordinator

HOME / SCHOOL / DAYTIME / EVENING / COORDINATOR

When and Where	All coordinator responsibilities are completed at home at your convenience. The coordinator may serve at school as needed,
Time Commitment	2 to 3 hours per month
Number of Team Members	1
Reports To	Classroom Teachers/Office Administrator
Training/Special Skills	None required
Job Description	You will be responsible for coordinating Reading Parent volunteers and preparing and distributing the monthly reading calendar. The schedule must be provided to the office for check-ins. You will be responsible for ensuring that readers are available for each participating grades and checking in with the Teachers to ensure that regular readings are occurring,
Supplies	You will be required to have an email address for communication with all Yard Duty Assistants and the JKCS Office Administrator.
Police/Vulnerable Sector Check and Child Welfare Attestation Required	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	30
Reports To	Reading Coordinator and respective teachers.
Training/Special Skills	None required
Job Description	Teachers select a specific day(s) for reading instruction which works with their classroom schedule and curriculum. 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.

	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.
Supplies	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	Yes

STUDENT AND SCHOOL ACTIVITIES

Battle of the Books 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)
Number of Team Members	8-10
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	1
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

Chapel Speakers

SCHOOL / DAYTIME

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When and Where	At the school during Monday morning chapel.
Time Commitment	Approximately 4 to 8 hours total (preparation and speaking two to four times per year)
Number of Team Members	10 to 12
Reports To	VP of School Culture
Training/Special Skills	Experience in speaking to school aged students would be an asset. A love for the Lord, working with kids' and an encouraging disposition are required.
Job Description	Chapel speakers can be pastors and inspirational speakers who will assist us with our student chapel assemblies every Monday morning for approximately one hour. Speakers will teach either Grades 1 to 6 students and/or Grades 7 and 8 students on a given theme from God's Word and/or speak into a given topic to challenge and encourage students in an age appropriate manner. Plenty of advance notice will be given.
Supplies	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	No

Choir Parents

SCHOOL / DAYTIME / EVENING

When and Where	Attendance with the choir after school at JKCS and for some evening concerts will be required for this role.
Time Commitment	1 hour after school every week from October to December and from February to May; depending on the number of volunteers available, the time commitment could be reduced to one hour every other week
Number of Team Members	2 to 4
Reports To	Music Teacher
Training/Special Skills	Vocal skills and a willingness to lead groups of students in vocal warmups or sectionals OR Advanced piano skills (for accompanists)
Job Description	This could be an especially great role for you if your child plans to participate in choir. Your exact role would be decided based on your strengths and availability, but being able to play piano or teach some singing parts would be an asset.
Supplies	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	Yes

Sports Coaching

SCHOOL / DAYTIME

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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

Classroom Ambassadors

HOME / SCHOOL / DAYTIME / EVENING

When and Where	Most of this role is completed outside of school hours. There will be a few events throughout the school year.
Time Commitment	3 - 4 hours per month
Number of Team Members	2 per classroom
Reports To	Office Administrator/Classroom Ambassador Coordinators
Training/Special Skills	Passion for building JKCS Community. Even a new family could consider this role.
Job Description	This role is to build connections between families in a homeroom class through class social events. We are looking for two Classroom Ambassadors for every homeroom class (JK to Grade 8). You will be responsible for attending Class Ambassador meetings, connecting with the parents in your assigned classroom by email to set up social events, and ensuring all families, new and old, feel connected to the school. You will communicate with all the parents/guardians in your assigned homeroom via email to set up social events where students and their parents/guardians can meet and create community. You are then in charge of helping to run any event that is planned. If required, the role would also be a support for the homeroom teacher. If required, the teacher will contact the Ambassadors as a resource.
Supplies	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	Yes

Seasonal Front Entry & Urn Decorating

HOME / SCHOOL / DAYTIME / EVENING

When and Where	Most of this role can be completed outside of school hours.
Time Commitment	2 to 4 hours per decorating season
Number of Team Members	1-2
Reports To	Office Administrator
Training/Special Skills	A sense of creativity and an eye for design and seasonal color palettes. Basic knowledge of floral arranging, wreath-making, or outdoor decorating is helpful (but not required).
Job Description	We are looking for a creative and enthusiastic volunteer to help bring seasonal spirit to our school's front entry and outdoor urns! This role focuses on decorating for **Back to School (Fall), Thanksgiving, Christmas, and Easter/Spring**. Your work will create a warm, welcoming place for students, families, and visitors. **Key Responsibilities:** ● Plan and decorate the front entry and urns to celebrate the main seasons: • Back to School/Fall • Thanksgiving • Christmas • Easter/Spring ● Select appropriate seasonal themes, colors, and materials for each decoration change. ● Install, maintain, and, when necessary, refresh decorations to keep displays looking their best. ● Remove and store or properly dispose of decorations after each season. ● Work within a provided budget or resource guidelines. ○ Volunteers are welcome to enhance displays with additional purchased or donated items if they wish — and their generosity would be greatly appreciated!
Supplies	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	No

Community Events and Development Team

HOME / SCHOOL / DAYTIME / EVENING

When and Where	This role calls for some flexibility in team members' schedules and will require occasional presence in the school and at event locations for the following events: ● Fundraising Events - as needed ● Celebration Dinner - November- Mandatory ● Grandfriends Day - April ● Additional JKCS Community Events
Time Commitment	Approximately 2 hours per month
Number of Team Members	10
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, 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	Yes

JKCS Bakers

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	2 to 3 hours per month
Number of Team Members	20
Reports To	Director of Development and the Office Administrator
Training/Special Skills	Baking
Job Description	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.

	<u>All baked goods must be nut-free and **not store bought**.</u> A full yearly calendar will be provided. Twenty bakers will be scheduled to bake for the following events: ● *Fundraising Events - various* ● *Learning Conferences - November and April* ● *Christmas Cookies for Auction - November* ● *Baking for the Staff - 2 times per year* ● *Naomi Duval Joy Awards Lunch - January and June* ● *Grandfriends' Day - April* ● *Graduation Trip Snacks - May* ● *Teacher/Staff Meetings - various dates*
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

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 will work together and are responsible for implementing and coordinating a group of parents/guardians to offer prayer and support in a small group format for JKCS students and school community. Coordinators will act as shepherds in leading the prayer group through weekly prayer meetings and will be responsible for confirming the room location with the school office for the prayer group to meet each week. Important parts of this role are to encourage and strive for participation from all group members and to honour the need to keep confidential information private.
Supplies	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	No

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. Must attend in person to pray.
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	12
Reports To	Parents Who Pray Coordinators
Training/Special Skills	None required
Job Description	Parents/guardians are invited to offer prayer and support in a small group format for JKCS students, staff, and the wider school community. This ministry is a way to lift up our community, our school, our students, and our education to the Lord, covering every aspect of school life in prayer. Coordinators will lead the prayer group through weekly prayer meetings, providing a structure and focus for each gathering. Volunteers may be asked to help by: ● Praying for specific needs shared by students, staff, and families. ● Interceding for school events, academic growth, leadership, and spiritual development. ● Offering encouragement and support through Scripture readings and personal testimonies. ● Participating in special prayer initiatives during key times in the school year (e.g., start of school, exam periods, expansions) ● Maintaining confidentiality and creating a safe, welcoming environment for all who attend. Our desire is to build a strong foundation of prayer over JKCS — trusting in God's guidance, provision, protection, and blessing for everything and everyone connected to our community.
Supplies	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	No

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 twice per month (4 hours total)
Number of Team Members	3
Reports To	JKCS Office Administrator and 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 Required	No

SENIOR GRADUATION

Graduation Support Team

SCHOOL / 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	10 to 12 hours
Number of Team Members	5
Reports To	Director of Learning
Training/Special Skills	None required
Job Description	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 all aspects of the Grade 8 graduation ceremony and reception, including one planning meeting, set-up, decoration, and clean-up at both the church and banquet hall locations. **Please note: this role requires mandatory event dates to be reserved in advance** (the day prior to Graduation and Graduation day itself): ● Evening before graduation day (for decorating church) ● Graduation day (morning, decorating banquet hall for dinner) ● Graduation day (afternoon/evening at church in gymnasium)
Supplies	All supplies are provided.
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 Learning
Training/Special Skills	No special skills are required.
Job Description	**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. 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.
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

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.
- 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.

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.