



GIFTS CATALOGUE

Building the Fabric of our School

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)



Parents Who Pray Team

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

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THE **GIFTS** PROGRAM: **GETTING INVOLVED FOR THE STUDENTS**

Hello John Knox Families,

Let's make a real impact this year!

Share your talents, meet great people, and help our students thrive. When parents get involved, incredible things happen!

Here's how to get started:

- Check out the volunteer roles listed in this catalogue
- Pick your top 3 choices
- Submit the [Registration Form](#) by **May 15, 2026**

We'll match you with a role by June 30th, and you'll be set for the next school year!

Can't commit this year? No problem—families can opt out with a \$1000 fee. (Just don't miss the deadline, or you'll automatically be invoiced.)

Quick reminder: All volunteers need a valid Police Check *with* Vulnerable Sector Screening.

This also applies to parents who wish to accompany their children on **field trips**.

Apply now by clicking below!

[Residents of HALTON \(Burlington, Oakville, Milton, Acton, Georgetown\)](#)

[Residents of PEEL \(Mississauga and Brampton and the town of Caledon\)](#)

Questions? Reach us anytime at volunteer@jkcs-oakville.ca

Let's build something special together—our school is stronger with you in it!

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.

BOARD OF DIRECTORS

Board of Directors – Overview

Members of the Board of Directors are elected to their roles at the JKCS Membership meetings. If elected to the Board of Directors, the role fulfills your GIFTS requirement in full. Board members are not required to sign up for or participate in any additional volunteer roles, as their service on the Board represents their full contribution to the school's volunteer commitments..

SCHOOL ORGANIZATION

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	4
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	2
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	3

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	3
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

Parent Engagement Team

HOME / SCHOOL / DAYTIME

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.
Number of Team Members	3

Reports To	VP of Finance and Operations
Training/Special Skills	Leadership and organizational skills are an asset.
Job Description	The Parent Engagement Team helps keep parents connected and informed by acting as a friendly link between the parent community and school leadership. Team members will support clear communication and help ensure that parent questions and feedback are shared appropriately. PET leads will collaborate with Classroom Ambassadors to determine the most effective ways to engage parents/community within each group.
Supplies	A JKCS email account will be provided by the school.
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	8
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	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	20
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

Yard Duty Volunteer

SCHOOL / DAYTIME

When and Where	Yard Duty Volunteers are onsite during the recess periods. Assistance is required in the senior yard areas.
Time Commitment	A minimum of 2 attendances per month for approximately one hour.
Number of Team Members	20 volunteers required
Reports To	Yard Duty Coordinator
Training/Special Skills	None required
Job Description	<p>You will monitor students during either the outdoor morning or 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.</p> <p>Monday - Thursday Recess #1 10:35am - 11:15 am</p>

	Recess #2 12:35am - 1:15am Fridays Recess #1 10:30 - 11:05 Recess #2 12:50 - 1:30
Supplies	N/A
Police/Criminal Record 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	<p>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:</p> <ul style="list-style-type: none"> • 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

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

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	15
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

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

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

"Truthies" Program Leader (Grade 5 girls)

SCHOOL / DAYTIME / EVENING

When and Where	Friday Mornings 8:15 - 9:10 am (9 weeks)
Time Commitment	1 hour weekly for 9 weeks
Number of Team Members	1
Reports To	Staff Sponsor
Training/Special Skills	Someone who is comfortable supporting faith-based discussions
Job Description	<p>Truthies is a 9-week program held in October - January of the school year designed to help girls learn life-shaping truths about God, themselves, and others. Through weekly lessons, games, and activities, the program encourages girls to grow in character, confidence, and connection — all through a biblical lens.</p> <p>You will deliver the lessons, facilitate activities, and engage participants in a warm, encouraging way while fostering a safe,</p>

	<p>inclusive, and positive environment that promotes consistent attendance and participation.</p> <p>MINIMUM 2 YEAR commitment.</p>
Supplies	Template lesson plans are provided.
Police/Vulnerable Sector Check and Child Welfare Attestation Required	Yes

Kindergarten Toy Cleaner

SCHOOL / DAYTIME / EVENING

When and Where	This role can be completed either from home or at the school.
Time Commitment	2 hours monthly
Number of Team Members	8
Reports To	Classroom Teachers
Training/Special Skills	n/a
Job Description	Based on a rotation schedule provided by the classroom teacher, you will be responsible for washing and sanitizing kindergarten classroom toys. This can be done by taking a bin of toys home or completing the task at the school. Toys should be cleaned using warm soapy water, dishwasher (if applicable), or disinfectant as appropriate. All items must be thoroughly dried before being returned or placed back into the classroom.
Supplies	Cleaning supplies if staying at school.
Police/Vulnerable Sector Check and Child Welfare Attestation Required	No

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 (20)
Reports To	Office Administrator/Classroom Ambassador Coordinators
Training/Special Skills	Passion for building JKCS Community. Even a new family could consider this role.
Job Descriptio	<p>This role is designed to foster connection and community among families within a homeroom class through social events. We are looking for two Classroom Ambassadors for each class (JK to Grade 8).</p> <p>Ambassadors will serve as a key point of contact for families in their class, using email and WhatsApp to communicate and coordinate. They will plan and help run social events that bring students and parents/guardians together, ensuring all families—new and returning—feel welcomed and included.</p> <p>As needed, Classroom Ambassadors may also support the homeroom teacher, who can reach out to them as a resource.</p>
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	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	<p>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.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Plan and decorate the front entry and urns to celebrate the main seasons: <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ◦ 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	<p>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:</p> <ul style="list-style-type: none"> • Fundraising Events - as needed • Celebration Dinner - November- Mandatory • Grandfriends Day - April • Additional JKCS Community Events
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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	<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. Twenty bakers will be scheduled to bake for 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>Graduation Trip Snacks - May</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

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	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>
Supplies	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	No

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 will be completed at school.
Time Commitment	Once per month. Approximately 2 hours per month.
Number of Team Members	1
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	Some 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

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

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	2
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	3
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

Staff Care Team

HOME / SCHOOL / DAYTIME / EVENING

When and Where	To partner with a designated Board member to develop and coordinate simple, meaningful initiatives that encourage, support, and bless school staff throughout the year.
Time Commitment	20 hours (1 to 2 hours weekly)
Number of Team Members	3
Reports To	Designated Board member for Staff Care (in consultation with the Principal).
Training/Special Skills	No training or skills are required, although a Costco membership would be an asset.
Job Description	Work with the Board member to create an annual plan for staff-care initiatives (e.g., appreciation days, prayer support, small treats/notes of encouragement). Coordinate parent volunteers to help with specific staff-care activities (baking, cards, set-up/clean-up, simple gifts). Organize and communicate a calendar of staff-care events, ensuring they align with the school's mission, values, and budget. Liaise with office staff when needed to avoid calendar conflicts and to ensure smooth logistics.
Supplies	None required
Police/Vulnerable Sector Check and Child Welfare Attestation Required	No

Kijiji / Marketplace Seller

HOME / SCHOOL / DAYTIME / EVENING

When and Where	This role is primarily completed from home, with occasional visits to the school to pick up items for sale or coordinate drop-offs with buyers.
Time Commitment	1 to 2 hours per month (varies depending on volume of items)
Number of Team Members	1-2
Reports To	Office Administrator
Training/Special Skills	No formal training required. Familiarity with Kijiji or Facebook Marketplace is an asset. Comfort with taking photos, writing clear item descriptions, and communicating with buyers is helpful.
Job Description	You will support the school by managing the resale of gently used decorations, costumes, and other school items. This role helps reduce waste while generating funds for the school.

	Responsibilities include taking photos of items, creating and managing online listings, setting appropriate prices, communicating with potential buyers, arranging pick-up, and collecting payment. You will coordinate with the school to pick up items and ensure funds are returned promptly.
Supplies	Smartphone or camera, internet access, and access to Kijiji or Facebook Marketplace
Police/Criminal Record 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	<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 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.</p> <p><u>Please note: this role requires mandatory event dates to be reserved in advance</u> (the day prior to Graduation and Graduation day itself):</p> <ul style="list-style-type: none"> • 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	<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