

# Walden Center and School Work Commitment Job Descriptions 2022-2023



## LIST OF JOBS

### CREW JOBS

Saturday Work Crew Member: 39 Hours

Saturday Work Crew Leader: 50 Hours

Saturday Work Crew Coordinator: 25 Hours

Construction Crew Leader: 50 Hours (25 management, 25 construction work)

Construction Crew Member: 50 Hours

On Call Construction Crew Member: 50 Hours

Gardening Crew Coordinator: 25 Hours

Gardening Crew Member: 25-50 Hours

### MIDWEEK CLEAN-UP JOBS

**Please do not list 3 different clean up jobs as 3 separate choices. Please indicate any mid-week clean up job as one choice.**

Midweek Bathroom And Garbage Can Clean Up: 2 People: 36 Hours/Year (1 Hour/Week)

EDC Midweek Cleanup: 36 Hours/Year (1 Hour/Week)

Studio Midweek Cleanup: 36 Hours/Year (1 Hour/Week)

Lower-Middle Group Midweek Cleanup: 36 Hours/Year (1 Hour/Week)

Middle Group Midweek Cleanup: 36 Hours/Year (1 Hour/Week)

Upper Group Midweek Cleanup: 36 Hours/Year (1 Hour/Week)

Office Midweek Cleanup: 36 Hours/Year (1 Hour/Week)

Art Room Midweek Cleanup: 50 Hours/Year:

Lower Group Midweek Cleanup: 50 Hours/Year

Parking Reminders and a little sweeping: 90 Hours (Two people, for 45 hour each)

Daily Sweeping: 36 Hours/Year (10-15 min/day, Mon-Fri)

### OTHER JOBS

Office Staff: A Half Year: 50 Hours (Aug-Feb or Feb-June)

Art Room Support Person: 100 Hours (Two People, For 50 Hours Each)

Music Support Person: 100 Hours (Two people, for 50 hours each)

Upper Group Play Support: 100 Hours (Two people, for 50 hours each)

Admissions Assistant: 50 Hours (hours may be split)

Computer Technician: 50 Hours

Database & Website Support: 50 Hours

Gala Benefit Coordinator: 50 Hours

Gala Benefit Auction Coordinator: 50 Hours

Gala Benefit Auction Assistant: 25 Hours  
Gala Benefit Raffle Coordinator: 25 Hours  
Gala Benefit Caterer: 50 Hours  
Graphic Designer: 50 hours  
Lost & Found: 14 hours  
Photo Benefit Photographer: 50 Hours  
Spring Fair Coordinator: 50 Hours  
Spring Fair Raffle Coordinator: 50 Hours  
T-Shirt Benefit Designer: 25 Hours  
T-Shirt Benefit Manager: 25 Hours  
Grandparents and Special Friends Day Coordinator: 25 hours  
Winter Frolic Coordinator: 25 hours

**Spring Fair Coordinator Jobs:**

The coordinator does not do all the work, the coordinator organizes others and gets all the details taken care of and starts the ball rolling.

1. Café & bakery: 11 hours
2. Child games: 14 hours
- 2a. Prizes for games: 11 hours
3. Decorations: 14-20 hours, TBD
4. BBQ: 25 hours (lots of grilling and prep)
5. Hot dog stand: between 4-11 hours, TBD
6. Cold beverages: between 4-11 hours, TBD
7. Cake walk: between 4-11 hours, TBD
8. Lunch room: between 4-11 hours, TBD
9. Art room craft/art sale: 25 hours
10. Book room: 25 hours
11. Plant Sale: 25 hours
12. Beer Coordinator: 4 hours
13. Ticket Coordinator: 11 hours
14. Community Quilt Organizer: 25 hours (need quilting skills)
15. Entertainment Coordinator: 15 hours (For stage performances)

## 2022-2023 WORK COMMITMENT JOB DESCRIPTIONS

### **SATURDAY WORK CREW: 39 crew hours**

Each of the three crews meets at Walden every third weekend on Saturday morning at 9:00 am to perform three hours of cleanup tasks at school. This includes work both in the buildings and on the grounds. The tasks are the same as needed in one's own home, and usually do not require special expertise. This work is performed communally in that all members of a given crew pitch in to accomplish all the assigned tasks. If these tasks appear completed prior to the noon hour, members will confer with their Crew Leader as to what more can be done to improve the appearance of the school. Crew Members will be dismissed at noon, and should not expect to leave prior to that time. If you are unable to attend on a given Saturday, usually a trade can be arranged with a member of another crew. Another option is to hire a paid sub. The policy for Saturday crews is if you are absent and have not made arrangements for a replacement, you will be billed for the hours missed. Over the school year, each crew meets and works 13 times. This translates to 39 hours of work per member. To fulfill the remaining 11 hours of work, please see the list of additional jobs at the end of this document to choose another job. Many families continue doing Saturday Work Crew throughout their years at Walden. Children are allowed to come and hang out while their parents work *IF children can be somewhat independent and safe because there is no childcare.*

### **SATURDAY WORK CREW LEADER: 50 hours**

The Leader works with the crew (39 hours) as well as performs the administrative tasks necessary to run a crew (11 hours). A Crew Leader coordinates the tasks of her/his/their crew, is a motivator and role model. S/he/they arranges for the usual jobs to be done, as well as special requests. S/he/they is responsible for providing work crew snacks (which the school pays for). S/he/they also keeps records of members' attendance and timeliness.

### **SATURDAY WORK CREW COORDINATOR: 25 hours**

The Saturday Work Crew Coordinator handles the administrative tasks necessary to achieve smooth running of all three Saturday work crew activities. This includes preparing the Saturday Work Crew Rosters and Summer Mailing materials, preparing attendance sheets, maintaining the Saturday Work Crew Binder, tracking peoples' hours, keeping in touch with the Saturday Crew Leaders, maintaining the cleaning supply closet, and keeping in touch with the Business Manager and Administrative Coordinator so we can correctly bill those who are not fulfilling the commitment.

**CONSTRUCTION CREW MEMBER: 50 hours**

People with significant skills in carpentry, plumbing, electrical, painting and general repair are needed to join the Construction Crew. The crew handles general maintenance, construction, and beautification efforts around the campus throughout the year. This work can be carried out during the day, evenings, and weekends, according to individual availability. Many Crew jobs are completed over the summer, so crewmembers may be asked to complete 1/3-1/2 of their hours during the summer before or after their year of assignment. Summer projects will be assigned during the last few weeks of school. Crewmembers are expected to respond to email, text or voice communications within 48 hours, and make themselves available for a task within two weeks of receiving an assignment.

**CONSTRUCTION CREW LEADER: 50 hours**

The Construction Crew Leader will work with the staff liaisons, currently Debra Wong, Claudine Swickard, Jeff Grether, to manage and prioritize the work of the Construction Crew. During the school year, the Crew Leader will be told of ongoing needs for maintenance, construction and repair and will assign these tasks to the Crew Members. The leader will schedule periodic work parties in advance, so that crewmembers can work collaboratively and larger projects can be completed. The leader and crewmembers will keep track of their hours so that each crewmember performs her/his/their required hours. The staff liaisons will arrange for professional contractors and other support as needed.

**ONCALL CONSTRUCTION CREW MEMBER: 50 hours**

Someone with frequent availability, either after school or during the regular school day, will be called for immediate needs such as clogged drains, leaks, lighting repair or bulb replacement, play-structure repair, furniture repair, touch-up painting, small-scale concrete patching or other miscellaneous needs that may arise during the year. This person must be available to attend to repairs on relatively short notice.

**OFFICE STAFF: A half year = 50 hours**

(This job is available to folks who have been at Walden at least 2 years)

Parents who staff the office during the school year must have excellent public relations skills and etiquette. An office parent is often the first contact someone has with Walden. Office staff perform many important functions including:

- Care of ill or injured children.

- Support services for the teaching staff; preparing materials for the classrooms, making phone calls, research on the Internet, word processing, etc.

- Representation of the school to families interested in enrolling their children.

Therefore, necessary skills include:

- Ability to comfort and administer to ill/injured children. Participation in a four hour CPR/Pediatric First Aid course prior to the opening of school **is a requirement**. Walden will host a course on site, **Monday, August 22, 2022 from 8:30-12:30**. If you cannot attend please make your own alternative arrangements.

- Facility with the use of office machines.

\*Willingness to be directed/managed by all the different teachers

- Thorough knowledge of and support for the philosophy and curriculum of Walden.

PLEASE NOTE:

All office staff will be required to have a background check (LiveScan fingerprinting) and have filled out the TB questionnaire or have a clear TB test. **Also current vaccinations for Covid are required**. Each shift, whether morning or afternoon requires a solid 3.25 hours of work. During those hours, please do not expect to accomplish personal projects nor conduct personal business on the phone including your cell phone. Office Staff need to be available to perform the work needed by the teachers, and need to have the self-direction necessary to perform maintenance tasks as time permits (i.e., straightening, cleaning, sweeping, emptying trash and recycling, etc.) when assigned tasks have all been accomplished. There is always so much to do in the office, your time should never be idle. We need people to sign up for mornings (8:45-12:00) or afternoons (12:00- 3:15). Office Staff parents work one half-day each week, every week for half of the year. You are expected to work in the Office on Teacher/Parent Conference Days and Teacher Work Days, during which your child can attend EDC for no charge while you work. Working a half-year (Sept-Jan or Feb-June) satisfies the 50-hour work commitment. If your family's work commitment to the school is 75 hours, please consider spending an entire year in the office. Many people have donated the additional 25 hours in the past, this generosity is very much appreciated for the consistency it provides the school. Thank you.

### **GARDENING CREW COORDINATOR: 25 hours**

The Gardening Crew Coordinator has four main responsibilities:

- 1) Overseeing the necessary work of all Garden Crew Members though the year and determining what gardening tasks need to be done and when they should be accomplished. Keeping the grounds and site attractive, removal of organic waste, etc. The Walden staff must approve major decisions such as tree removal, etc.

- 2) Ensuring the maintenance of plants during the summer months, necessary watering, etc.
- 3) Overseeing maintenance of the gardening equipment.
- 5) Ensuring that Crew Members accomplish their allotted hours and keeping track of attendance.
- 6) Upkeep of the field turf. Planning the power sweeping routine maintenance of the turf. (May hire this out)
- 7) Help gather plants or propagate plants for the Spring Fair 2023.

### **GARDENING CREW MEMBER: 50 hours (sometimes 25)**

Gardening Crew Members meet at Walden (usually on Sundays and over the summer break) to maintain the lawn, plants, and outside space at school. The Gardening Crew Leader will make a calendar of work days during which each member will be responsible for watering, mowing, weeding, etc. Preference is given to people who can devote a full 50-hour commitment to the Gardening Crew; however, if you are seeking a 25-hour work commitment, this can be arranged. Crew Members must be in adequate physical shape and able to use hedge trimmers, etc. During workdays crewmembers can help plan landscape improvements, however, major decisions, such as tree removal, must be approved by the Walden staff. To be considered for the Gardening Crew please describe your gardening skill set on your form.

### **MIDWEEK CLEAN-UP JOBS**

The following Midweek Clean-Up Jobs are performed for one hour each week for the full school year. There are 36 school weeks. This translates to 36 hours of work. Therefore, there are 14 more hours of work required. To fulfill the remaining 14 hours of work (for a 50 hour work commitment) please see the list of additional jobs at the end of this document to choose another job. The policy for mid-week cleaning is if you are absent and have not made arrangements for a replacement, you will be billed for the hours missed. Your child(ren) receives courtesy after school care while you are working on campus, if allowed by COVID-19 protocol.

### **MIDWEEK BATHROOM and GARBAGE CAN CLEAN-UP:**

#### **2 people: 36 hours each (1 hour/week)**

We need two people to come to school midweek (one person on Tuesdays, and one person on Thursdays), after 3:15, for one hour to clean the north and south bathrooms, empty all the large outside garbage cans into the dumpster behind the art room, and tidy up outside areas. This is a good job if you cannot come to Saturday Work Crew and

don't mind working alone. The job is performed for one hour per week for the whole school year and must be performed on Tuesdays (one person) and Thursdays (the other person). If for some reason you know you will be absent, please arrange for a trade or a substitute, or come in before school the next day. Having clean bathrooms for the children is hugely important.

**EDC MIDWEEK CLEANUP: 36 hours (1 hour/week)**

We need one person to clean and straighten up the Extended Day Care Room as directed by our EDC Director. You come in once a week, for an hour, Wednesday evenings from 5:00pm - 6:00pm, or Wednesday mornings 8:30-9:30. The time is somewhat flexible. If for some reason you know you will be absent, please arrange for a trade or a substitute.

**STUDIO MIDWEEK CLEANUP: 36 hours (1 hour/week)**

We need one person to clean and straighten up the studio as directed by our Drama/Movement teacher. You will come in once a week, for an hour, on Wednesday afternoon during the after school program (3:30 or later). If for some reason you know you will be absent, please arrange for a trade or a substitute.

**LOWER-MIDDLE GROUP MIDWEEK CLEANUP: 36 hours (1 hour/week)**

We need one person to clean and straighten up the Lower-Middle Group as directed by the Lower-Middle Group Teacher. You will come in once a week, after school, for an hour, on Wednesdays (3:15 or later). If for some reason you know you will be absent, please arrange for a trade or a substitute.

**MIDDLE GROUP MIDWEEK CLEANUP: 36 hours (1 hour/week)**

We need one person to clean and straighten up the Middle Group as directed by the Middle Group Teachers. You will come in once a week, after school, for an hour, on Wednesdays (3:15 or later). If for some reason you know you will be absent, please arrange for a trade or a substitute.

**UPPER GROUP MIDWEEK CLEANUP: 36 hours (1 hour/week)**

We need one person to clean and straighten up the Upper Group as directed by the Upper Group Teachers. You will come in once a week, after school, for an hour, on Tuesdays (3:15 or later). If for some reason you know you will be absent, please arrange for a trade or a substitute.



**OFFICE MIDWEEK CLEANUP: 36 hours (1 hour/week)**

We need one person to clean and straighten up the Walden Office, as directed by the staff. You will come in once a week, afterschool, for an hour, on Wednesdays (3:15 or later). If for some reason you know you will be absent, please arrange for a trade or a substitute.

**ART ROOM MIDWEEK CLEANUP: 50 hours (1.5 hours/week)**

We need one person to clean and straighten up the Art Room, as directed by our art teacher. You come in once a week, for 1.5 hours, Wednesdays any time after 3 pm.

**LOWER GROUP MIDWEEK CLEANUP: 50 hours (1.5 hours/week)**

We need one person to clean and straighten up the Lower Group as directed by the Lower Group Teacher. You will come in once a week, after school, for 1.5 hours, on Wednesdays (3:00 or later).

**DAILY CLEAN-UP JOBS**

**PARKING REMINDERS and a little sweeping: 90 Hours** (Two people, for 45 hours each. Mon-Fri, 30 min/day, 8:30-9:00. May divide work as needed)

Gentle reminders to parents to remember safe drop off practices. Can include a little sweeping on McKinley, to make things look good.

**MORNING SWEEPING: 36 hours**

Sweep away sand and wood chips in front of the LG sandbox and LMG structure in the morning before 8:45. Spend approx. .10-15 min. per day.

**OTHER JOBS****ART ROOM SUPPORT PERSON: Two people, 50 hours each**

The Art Room Support person will work with our Art Teacher, assisting in the preparation of art materials, displaying artwork on walls, filing/organizing student work. Tasks done outside of school hours, i.e. after school or on weekends.

**MUSIC SUPPORT PERSON: Two people, 50 hours each**

The Music Support people will work with our Music Teacher, assisting in the preparation of materials, setting up and cleaning up music class instruments, as well as assisting with instruction during the music classes themselves, pending approval from

the music teacher. Tasks are widely varied; please speak with our music teacher for details. Music support people will need to be available for work throughout the school year.

**UPPER GROUP PLAY SUPPORT: Two people, for 50 hours each**

The Drama Support Person will work with our drama teacher making sure various tasks get done in a timely manner. Applicants will have: excellent attention to detail, availability to work with quick turn around, excellent & quick email replies, excellent organization skills and the ability to follow instructions. Tasks are widely varied; please speak with our drama teacher for details. They will need to be available for work throughout the school year. Availability for tech week at the theater prior to the play and at the UG play performances in June, pending COVID-19 protocols. If you are interested or have any questions feel free to contact Russell our drama teacher.

**SPRING FAIR COORDINATOR: 50 hours**

The Spring Fair Coordinator will:

- 1) Rally interested parents and or coordinators as needed for initial planning.
- 2) Arrange for a full complement of coordinators to produce the varied events of the Fair.
- 3) Submit articles to the Walden Weekly Note as needed to keep people informed as to what is happening and what is needed.
- 4) Schedule and map put events so there are no conflicts of time or sites for the various Fair events.
- 5) Provide support to those who are working on the Fair, as needed.
- 6) Prepare a method to insure that all events are fully staffed, and that all requests for help and tangibles (baked goods, books, luncheon materials or dishes) are satisfied. As long as enough people volunteer for the separate parts of the Fair, this job should provide someone with a very fulfilling work commitment.
- 7) Will have a method to keep track of everyone's hours and report/file these attendance records with the Walden billing department.

**SPRING FAIR RAFFLE COORDINATOR: 50 hours**

The Raffle Coordinator(s) organize the procurement of raffle items, provide solicitation and thank-you letters for donors, prepare lists of items for the Walden News, and run the actual raffle during the day of the Fair. Coordinator(s) will enlist the help of all members of the parent body for both the solicitation of items and the set-up and staffing of the Raffle Room and raffle ticket sales during the Fair. Can be done for 50

hours work credit by one family, or shared by two families for 25 hours credit each.

**PHOTOGRAPHER: 50 hours**

We need someone with excellent photography skills to take charming, engaging, and winsome portraits of the Walden students. This includes taking individual, buddy, and class photos. This job should be completed by November 30th so that the photo benefit can begin the marketing and selling process. The photographer is also responsible for selecting and editing the photos to the point that the digital files are ready to be distributed and sold. There should be at least 4 good choices of individual photos and 2 buddy photos of each student and 2 photos of each class (one smiling, one silly). Job may also include help putting together a school yearbook of photos.

**T-SHIRT BENEFIT DESIGNER: 25 hours**

Our art teacher gives you the art with student names. The designer arranges lay out (design) of images and checks that all students are included. Proposes ink colors, shirt colors and design to our art teacher for approval. Designer puts it into a format the printer can use. Designer gives the data files to the t-shirt manager. The timeline for this work is crucial. Once given the student art (before February Break) the designer begins work on this project, and returns proposals for approval ASAP after February Break.

**T-SHIRT BENEFIT MANAGER: 25 hours**

Work with our T-shirt designer and the printer to make all arrangements for the T-shirt orders and fill and deliver the orders. T-shirts need to be delivered to Walden at least one week before the spring fair.

**GALA BENEFIT COORDINATOR: 50 hours**

Work with staff to oversee all aspects of our annual fundraising gala. This is for a party-planner extraordinaire! Responsibilities include securing a site, decorations, promotion, ticket sales, organizing set up and clean up crews, organizing a volunteer team (to whom to delegate chores) and much more.

**GALA BENEFIT AUCTION COORDINATOR: 50 hours**

Will work with the benefit coordinator to solicit exciting, creative, unusual and fantastic items for the silent auction part of the gala. This has the potential to bring in large funds for the school and we would like to expand this opportunity for Walden. Tasks include staging the auction and auction close out. Excel and mail merge are good skills to have.

**GALA BENEFIT AUCTION ASSISTANT: 25 hours**

Will work with the auction coordinator to help with all the various tasks listed above.

**GALA BENEFIT RAFFLE COORDINATOR: 25 hours**

Will work with Walden staff and the benefit coordinator to promote the raffle. This is a huge money maker for Walden. The Walden Collective will coordinate the prizes and the grand prize. The raffle coordinator will organize ticket distribution and keep track of the tickets coming in. Raffle coordinator will be at the Gala and continue to oversee the on site raffle ticket sales.

**GALA BENEFIT CATERER: 50 hours**

Will work with Walden staff and the benefit coordinator to create an exciting and creative menu for the gala. Will execute/delegate (prepare, cook, and follow up) all the food components for the gala.

**ADMISSIONS ASSISTANT: 50 hours (hours may be split)**

Will work with our Admissions and Communications Coordinator to help with tasks related to incoming and prospective students and their parents. Will help host information sessions (2 Saturdays in November/January), tours (9 Tuesdays in October–January—can be omitted if not available Tuesday mornings), Solano Stroll, Sunday Streets Berkeley, other street fairs, and child visit days (3 Saturdays in January/February). This job can be split to accommodate availability for fewer hours.

**GRAPHIC DESIGNER: 50 hours**

Work with Admissions and Communications Coordinator to design graphic media to promote Walden and its various events. Digital graphic design experience necessary.

**.COMPUTER TECHNICIAN: 50 hours**

Work with staff to create efficient use of computers, maintain computer systems, network, and interface with Admissions and Communications Coordinator to ensure computers/data can be well used.

**WEBSITE and DATABASE SUPPORT: 50 hours**

Maintain, support, and develop our FileMaker databases and WordPress websites in conjunction with Admissions and Communications Coordinator. Ability to develop with FileMaker and WordPress necessary. This job can be split between FileMaker and WordPress expertise.

**WINTER FROLIC COORDINATOR: 25 hours**

Works with Walden teachers and parents to coordinate our annual Winter Frolic (early December 2021). Will help plan, delegate and get volunteers to: Lead activities, stage activities, buy supplies, grill sausages (or other food item), buy food & drinks, get promotional information out, set up, clean up, monitor volunteer sign ups to make sure event is well staffed.

**GRANDPARENTS AND SPECIAL FRIENDS DAY: 25 hours**

Coordinates our annual Grandparents' and Special Friends' Day (the Friday before Spring Break). Plan, delegate and get volunteers to: Make arrangements for coffee & tea, baked goods, fruit, accessories to make the presentation beautiful (table cloths, festive napkins, plates, flower centerpieces, etc.) stage the welcome table with pre-made name tags, prepare and stage promotional information, set up, clean up, monitor volunteer sign ups to make sure event is well staffed. Coordinate student-made invitations, and the accompanying excel file to keep track of guests and RSVPs, follow-up thank you notes including a photo of students and guest, and record keeping at the welcome table. Excel and mail merge skills useful, but party and festive event planning are essential.

**LOST AND FOUND: 14 hours**

Maintain order in our Lost and found armoire. Plan, notify, stage a Lost & Found "Last Call" 6 times through out the year. Also donate any leftovers from the last call to a charity of your choice. Plan the last call dates in advance, make flyers, put an announcement in the weekly note home, set out clothes on the last call date or take photos of items and publish in the weekly note home.

**SPRING FAIR COORDINATOR JOBS: Hours vary**

The Walden Sprig Fair has certain historical activities & highlights. Every parent is required to help for 2 hours at the fair. The following areas are organized and masterminded by coordinators who rally and schedule all the 2 hour "volunteers" for various shifts in their respective areas:

1. Café & bakery: 11 hours
2. Child games: 14 hours
- 2a. Prizes for games: 11 hours
3. Decorations: 14- 20 hours, TBD
4. BBQ: 25 hours (lots of grilling and prep)

5. Hot dog stand: 4-11 hours, TBD
6. Cold beverages: 4-11 hours, TBD
7. Cake walk: 4-11 hours, TBD
8. Lunch room: 4-11 hours, TBD
9. Art room craft/art sale: 25 hours
10. Book room: 25 hours
11. Plant Sale: 25 hours
12. Beer Coordinator: 4 hours
13. Ticket Coordinator: 11 hours
14. Entertainment Coordinator: 15 hours (For stage performances)

These coordinators meet and work with the spring Fair Coordinator, who masterminds the whole shebang.