

Volunteer Choice Form

Riverside Park Nursery School

3191 Riverside Drive Ottawa, ON K1V 8N8 (613) 738-0305

Name of Parent/Guardian: _____

Email: _____ phone# _____

Name of Child: _____

Program: _____

As a non-profit, parents/caregivers helping at our nursery school keeps our costs low.
Indicate your **1st** and **2nd** volunteer preferences on the chart below:

Volunteer Choices

Duties	Description	Frequency	Position	Select
Parent Advisory Committee	Assists and advises the Director of RPNS and its management for the best interests of the nursery school.	Monthly meetings	<i>Titles may include:</i> *Operations Chair *Volunteer Organizer *Event Coordinator *PR/website manager	
New Building Project Committee	Assists with the tasks of completing the new building, Riverside Park Early Learning Centre slated for December 2020 opening date.	As needed	<i>Titles may include:</i> *Fundraiser Coordinator *Funding/Grant Researcher *Volunteer Organizer *Event Coordinator	
Grocery Shoppers	Purchasing weekly grocery items for snack menu within a set budget. Parent retain receipts for one month and then are reimbursed by RPNS	Weekly for a 4 month term	Grocery Shopper SEPT to DEC	
			Grocery Shopper JAN to MAR	
			Grocery Shopper APR to JUNE	
Scholastic Book Orders	Hand out flyers, collect orders, place orders online and distribute books	2 hours per month	Scholastic Coordinator	
Laundry	Take laundry from the school home each week to wash, dry and fold	1 load per week for 2 month term	Laundry parent SEPT & OCT	
			Laundry parent NOV & DEC	
			Laundry parent JAN & FEB	
			Laundry parent MAR & APR	
			Laundry parent MAY & JUNE	
Emergency Caller	Call the parents when the school will be unexpectedly closed.	As needed	2Day Emergency Caller	
			3Day Emergency Caller	

End of Summer Clean-up	Outdoor prep work for the upcoming school year. Various tasks include: lawn mowing; weeding garden; remove weeds and overgrowth along the fence; clean playhouses etc.	One time only, approximately 2 hours in late August	Clean-up Volunteer	
Grass Cutter	Mow the lawn in play yard. <i>Must have own lawn mower</i>	As needed in May/June/July/Aug	Grass Cutter	
Fall Clean-up	Outdoor clean-up of the school playground. Various tasks include: raking leaves; tree pruning; toy storage; lawn mowing; etc.	One time only, approximately 3 hours	Fall Clean-up Coordinator	
			Fall Clean-up Volunteer	
Spring Clean-up	Outdoor clean-up of the school playground. Various tasks include: gardening; tree pruning; painting Indoor clean-up of rooms: dusting blinds, cleaning windows etc.	One time only, approximately 4 hours	Spring Clean-up Coordinator	
			Spring Clean-up Volunteer	
Family Fun Day	A school event that takes place in early June on a Saturday where families are invited for a day of food, fun & games	One time only, approximately 4 hours	Family Fun Day Coordinator	
			Family Fun Day Volunteer	
Handy Persons	Minor repairs of equipment/painting etc.	As needed	handypersons	
Birthday Cake Bakers	Using recipe provided by RPNS, bake 3 cakes (costs reimbursed)	Once a month for 2 month term	3Day programs SEPT & OCT	
			3Day programs NOV & DEC	
			3Day programs JAN & FEB	
			3Day programs MAR & APR	
			3Day programs MAY & JUNE	
			2Day programs SEPT & OCT	
			2Day programs NOV & DEC	
			2Day programs JAN & FEB	
			2Day programs MAR & APR	
			2Day programs MAY & JUNE	
Director Support	Runs errands for director or teachers such as picking up program supplies	As needed	Director Support	
Classroom Buddy	Volunteers in classrooms for special events; activities; Reading Buddy Note: police check required	As needed	Classroom Buddy	
Forest School Buddy	Volunteer in the Forest School classroom. Note: police check required	As needed	Forest School Buddy	