

PCC Coordinator Roles At-a-Glance 2018-2019

Coordinator Role	Overview of Role	Occurrence of Responsibilities
Level & Web Coordinator Team	Level Coordinators oversee and support the facilitators and the classes in the level that they are assigned. The Level Coordinators also oversee the planning process for their level, any initial class discipline issues, and is a first point of contact to address any level concerns. Level Coordinators post the homework for their level weekly.	Responsibilities occur during the planning phases and as needed while co-op is in session. Posts weekly homework for their level - about 10 -15 min/week - between 9pm on Friday and 5pm on Saturday
Social & Care Team	The Social & Care team oversees hospitality, parties, co-op get-togethers, care support for members of the co-op. This team also oversees our co-op photography, "school" pictures, yearbook, end of year video, and helps with audio/visual needs.	Responsible for Kick-off meeting in August, Activity for Welcome Day, Mom's Christmas party, Student Christmas party, End-of-Year celebration, and year-end field day. Also, involved in the planning of mom's socials and care needs of our members that happen sporadically through the semester Members are expected to be available to attend events.
Finance Team	The Finance team is responsible for the maintaining the co-op financial records by collecting fees, reconciling the accounts, creating member invoices, communicating finance policies or deadlines and overseeing our copy records and reconciliation of the records.	This team manages the finances of the co-op, oversees class budget funding and reimbursement, creates family invoices, and keeps track of copy allocation to class budgets. Work on this team is conducted mostly at co-op, however, some outside of co-op time is needed during budget collection and invoice distribution.
Operations Team	The Operations team is in place to aid in the facility management of the co-op day. This team serves in morning set-up & assembly, afternoon breakdown and assembly, and serves on a rotating basis on lunch attendant duty.	Team members need to arrive at co-op by 8:30 am each Friday to aid in various set-up duties and some may need to stay after dismissal to ensure final lock-up of the facility. All duties are performed at co-op except for the occasional need to set up for a meeting or party. Some team lifting of tables may be necessary.
Admin Team	The Admin team supports the operations of the co-op and supports the members and classes administratively.	Operations Team Lead keeps track of attendance, manages assistant assignments, daily logistics, and co-op communication. Member/Class Admin work sporadically throughout the year and various co-op admin duties including registration, rosters, creating supply lists, etc. Work is done at co-op and at home. Web Admin/Multi-Media lead oversees/manages the co-op's internal website including archiving material. Also responsible for knowing the sound system and manages photography needs.