

PCC Coordinator Roles At-a-Glance 2019-2020

Coordinator Role	Overview of Role	Occurrence of Responsibilities
Web/ Multi-media Team	Web team oversees the website content, manages the website and other communication vehicles, and maintains the co-op electronics and serves as technical support for classes.	Posts weekly homework weekly -between 9pm on Friday and 5pm on Saturday. As needed: Updates homepage and co-op website, creates sign-ups for events, provides tech support at co-op and co-op sponsored events, aids in the purchase and maintenance of co-op owned technology, trained on the sound board, puts together co-op end of year videos, and any other web/tech support as the need arises.
Social Team	The Social & Care team oversees hospitality, parties, co-op get-togethers, and care support for members of the co-op. This team also oversees our co-op photography, "school" pictures, and obtains photos for the end of year videos. Field Trip/Activities Coordinator oversees the planning and communication of co-op field trips and activities.	Responsibilities on this team are sporadic and based on the dates of our co-op sponsored events. This team is responsible for refreshments for our Kick-off meeting in August, welcoming our members on Welcome Day, and planning and overseeing the Mom's Christmas party, Student Christmas party, End-of-Year celebration, and field day. This team also oversees and special co-op parties/events such as the sock hop, Medieval feast, Seder, etc. (these events vary from year to year based on our history studies). Each member will take the lead on one event and provide support for the rest. Social team members are expected to be available to attend and set-up/re-set the above mentioned events and activities. This team oversees the care needs of our members.
Finance Team	The Finance team is responsible for 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.	All duties are performed at co-op except for the occasional need to set-up tables for a meeting or party. 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. Team members rotate lunch duty throughout the year. Some team lifting of tables may be necessary.
Administration Team	The Admin team supports the operations of the co-op and supports the members and classes administratively.	The administrator is responsible for setting up family files, name tags, lanyards, and other administrative duties. The admin is also responsible for rosters, data accumulation, monitoring information coming from our website, and helps with registration and the annual information meetings. Most of these duties can be done from home with some needing to be done on-site.