

THE COLLECTIVE CREDIT PROGRAM

The Collective is a special place, and it takes all of us to keep it running. For families, this means that each parent must commit to accumulating 18 hours of work credit over the course of the school year. Your default Collective credit work will be participation on a Saturday morning work team, 6 times a year. Alternately, there are a number of committees and special jobs you may volunteer for, or you may propose special projects that use your skills.

You will be notified via email of any open positions for special jobs (they are also posted on the Collective Credit page of the website). Jobs are usually filled on a first-come, first-served basis.

Here's a list of work credit opportunities:

Saturday work teams (6 shifts a year, 3 credits per shift)

This is the backbone of the Collective Credit program. Unless you are signed-up for one of the full-time jobs listed below, you will be automatically assigned to a Saturday work team. We rely on parents to come in on Saturday mornings for basic cleaning and maintenance. Children are welcome to come, and parents can take turns watching them. It's not only a way to help us reduce our costs, it's also a great and fun opportunity to get to know each other as a community. Each team has a leader who is responsible for opening and closing the Collective, keeping track of the work being done, and making sure everyone signs in to receive credit. If you are unable to make it to one of your scheduled shifts, you can make up the hours by attending another shift or by signing up for another job.

Work team leader (6 people; 18 credits)

Each team has a leader who is responsible for opening and closing the Collective, keeping track of the work being done, and making sure everyone signs in to receive credit. Team leaders pick up PSCCC keys prior to each cleaning day, send out reminder emails to cleaning team prior to each cleaning, arrive first on the cleaning day to let the rest of the team into the building, get the supplies ready, and provide motivation.

Credit Tracker (1 person; full credit)

The credit tracker organizes and schedules the Saturday work teams, making sure each team has at least one leader. Through the year s/he sends out weekly reminders to the teams, makes sure there are enough people attending, keeps track of how many credits each parent has earned, and sends out monthly updates of credit status to all parents.

Shopping Coordinator (9 credits)

The Shopping Coordinator recruits a team of 7 Snack Shoppers to ensure that the Collective has snack for all three classrooms every day. The Coordinator creates and maintains the schedule of rotating shifts and guides new Shoppers on what and how much food they should buy and how much is appropriate to spend. (This job is almost all done in the week or so before school starts and the first couple of weeks once it does. It's a good job for anyone who wants to get a jump on his/her credits and has some extra time during those weeks.)

Snack Shoppers (7 people, 6 shifts a year each, 3 credits per shift)

Snack shoppers purchase a week's worth of healthy, nut-free dry goods and organic fruits and vegetables for all three classrooms. They deliver it to the Collective by 9 am Monday morning and are responsible for checking quantities mid-week to make sure there's enough snack to last through Friday.

Building Supply Shoppers (2 people, full credit)

The building supply shoppers purchase cleaning and other supplies in bulk from the restaurant-supply wholesale warehouse Jetro. This job requires a car, an ability to lift heavy items, and the wherewithal to navigate an enormous wholesale warehouse. As with laundry, this job can be taken by a couple to fulfill both partners' requirements.

Facilities Manager (1 person; credits per hours worked)

The Facilities manager works with the director to oversee and, in some cases, execute repairs and capital improvements at the Collective facility. This role is for someone who knows a trade, works in construction (at least peripherally), and/or is handy doing simple home repairs.

Laundry (2 people; full credit)

Take home and wash the Collective's laundry every week. This job can be taken by a couple to fulfill both partners' requirements.

Class Parents (3; full credit)

Each classroom has a class parent. The class parent is responsible for organizing class-specific and school-wide social events throughout the year, collecting and distributing class gifts to the teachers, acting as a general liaison between the teachers and parents, and sending out emails and other communications as needed.

Social Committee (2 people; full credit)

The social committee coordinates with the 3 class parents to plan school-wide events for the Collective. Events might include, at minimum, a fall family event, a parent-only event (a potluck dinner at someone's house, for example), and a spring event (such as a carnival or concert in the side yard).

Special Needs Parent Coordinator (1 person; full credit)

The special needs parent coordinator is a parent who has gone through the DOE process of obtaining Early Intervention (EI) or Committee on Preschool Special Education (CPSE) services. He/she fosters a welcoming space for parents of children with special needs by attending the Open House, proposing informal get-togethers, and being available to speak to any parent beginning the evaluation process who wants to talk to someone who's been through it. The special needs parent coordinator also organizes special-needs families in advance of the school-wide review process, specifically to review the school's special-needs protocols and make any suggestions.

Graphic Designer (1 to 2 people; credits per hour)

The graphic designer creates class photo collages before the school year starts and posters and flyers throughout the year as needed (for social events, the gala, the open house, diversity outreach, etc). S/he is also responsible for updating forms for the school as needed, for updating and creating print collaterals for the silent auction, and for creating graduation certificates. Must have CS6 and be fluent in InDesign, Photoshop, and Illustrator.

Website and Technology Manager (1 person; full credit)

One tech-savvy person is needed to maintain our website and help expand our systems. Familiarity with HTML, CMS, WordPress, Photoshop, and Salesforce required.

Fundraising Committee (5 people; credit per hours worked but full credit for chair)

The Fundraising Committee is responsible for running events throughout the year to raise necessary funds for our financial aid program, staff development, and other school improvements. The primary focus of the committee is the annual gala. If you have fundraising or event-planning experience, we need you!

Auction Committee (3 to 4 people; full credit)

The auction committee is a subset of the fundraising committee and is responsible for running the annual silent auction, which is open to the public and runs for one month online and ends with live bidding at the PSCCC annual gala in late winter. Work includes solicitation of auction items, running the online portion of the auction and the live silent auction at the annual gala, and follow-up. Auction work is done from early December through March with some follow-up after the gala. Attention to detail is a must. One person should be comfortable using the WordPress interface to set up the online auction.

Diversity Committee (4 to 5 people; credits per hours worked)

The Diversity Committee works to ensure that the Collective fulfills our mission to have a student and staff population that reflects the varied and complex makeup of the city we live in.

Personnel Coordinator (1 person; full credit)

The personnel coordinator is the liaison between the staff and the board and must be a board member. The coordinator is also responsible for conducting an annual school review and reporting the results to the board before the end of the school year.

PSCCC Board (8 people; full credit)

Board positions are filled at the end of the previous school year, but meetings are open to all current families. Spouses of board members are sometimes exempt from work credit if the board member does an exceptional amount of work. This is determined on a case-by-case basis by the Executive Director. If you are interested in joining the board for next year, here's how it works:

Eight members comprise the Board. Three seats are reserved for "specialists" to the extent they are available: 1 financial specialist (demonstrable experience with financial management, accounting, overseeing organizational budgets, or tax and financial compliance); 1 legal specialist (practicing attorney or someone legally trained); and 1 executive specialist (demonstrable experience in an executive role at a nonprofit organization, preferably with experience in fundraising or development). Five seats require no minimum qualifications. Nominees for specialist seats are asked to submit a short statement or resume confirming the stated qualifications are met. These officers are then elected upon a vote of the existing board, following a review of each nominee's qualifications. All vacancies for non-specialist seats are filled by random lottery.

Maternity leave:

One spouse is granted up to 3 months of leave (6 credits) from the time her/his child is born. So, for example, if your child is born in July and your older child enters the Collective on September 1, you are granted 3 hours/credits.

Additional jobs:

Throughout the year, the office will post requests for parents to come and help with various projects. These have included cleaning and repair jobs, sorting through our extra-clothes bins, sewing projects, helping in the office by answering the phone and buzzing people in, research projects, and professional consultations on topics like legal advice or staff development. We also ask for parents to help with events throughout the year such as our Open House, tours for prospective families, the gala, auction, bake sale, our annual hello/goodbye picnic, and graduation.

We welcome your input and your ideas about ways to fulfill your credits. If you have a particular skill, interest, or project that you think could help the Collective, please let us know.