

File 741 12/01/94

POSITION: CHILDREN'S PROGRAM INFANTS PLANNER

APPOINTED BY: Annual Session Planning Committee

NOMINATED BY: Annual Session Planning Committee

TERM LENGTH: One year

TERM ENDS: August 31

REPORTS TO: Children's Program Coordinator

WORKS PRIMARILY WITH: Children's Program Coordinator and staff

DEFINITION: Plans infants program for children ages 0-2 yrs.

TASKS & TIMELINE:

****January through March****

Works with other Children's Program Coordinators to develop general theme and outline of children's program and to write up information which will be in the registration packet.

Finds other staff members; may request assistance of Volunteer Recruiter/Coordinator.

Prepares budget.

****April to Annual Session****

Develops specific schedule and activities for this age group.

Secures staff and meets with staff to clarify goals, procedures, program, schedule, facilities, and supplies.

Gives to Children's Program Coordinator:

1. list of times and numbers of volunteers necessary.
2. all lists of supplies or special equipment needed.

****During Annual Session****

Prepares printed schedule and information for parents meeting.

Participates in the meeting.

Prepares rooms for program and check on supplies and staff.

Makes sure adequate staff is scheduled and present for each time segment.

Works with staff and volunteers to meet children's and parents' concerns.

Helps establish a feeling of caring and opportunities for growth and sharing.

Checks with staff daily and adjusts schedule and program as needed.

Makes sure supplies are sorted and packed, and facilities clean at end of Annual Session

****After Annual Session****

EVALUATION: Prepares a report/evaluation for Infants Planner files and sends 2 copies to General Arrangements Clerk on, or before, AUGUST 21. The report should include information useful to next year's Infants Planner (what worked, what didn't) and any changes you think should be made for next year in the program, the job, or the job description.

If you received a file with material from previous Infants Planner, sort through it, update the information, and add your report/evaluation (and any materials you think are needed).

Return file to General Arrangements Clerk BEFORE August 21.

EXPENSES & TRAVEL: Reimbursement is provided for "office expense" (LD phone calls, postage, and photocopy) and mileage expense for the responsibilities of

this appointment. Submit BEFORE August 21 reimbursement request with receipts to NPYM Treasurer; identify as Annual Session expenses (the Annual Session books are closed on September 1).