



# Family Committee Job Skills Worksheet

Many SJPPNS committee jobs can benefit from members' special skills or experience. Please fill out the form below to indicate your range of experience and abilities to help us place you in an appropriate position.

**Child's name** \_\_\_\_\_ **Class**  1 Day  2 Day  3 Day  4 Day

**Parent(s) name, phone number; e-mail** \_\_\_\_\_

## Experience, Background, and Preferences

What is your profession? \_\_\_\_\_

Please describe any professional or volunteer experience you think might be useful to SJPPNS:

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Would you prefer to work:  In a group  On your own  At Home  At SJPPNS

Describe your organizational skill:  Not organized  Somewhat organized  Very organized

Describe your ability to be detailed:  Not detail oriented  Somewhat detail oriented  Very detail oriented

Please describe your hobbies or activities you enjoy:

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# Family Committee Job Skills Worksheet

Describe any other skills that you'd like to share with SJPPNS:

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Please list any committee jobs that interest you. If your family is a returning member, please indicate if you would like to keep your committee job from the previous school year:

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Please rank your preference from 1 to 6 for a team to serve on (1 = first choice, 6 = last choice):

\_\_\_\_\_ **Administration**

*(Committee Jobs: Website/Yahoo Groups, Scholastic Books, Archivist, Secretary, Computer, Office)*

\_\_\_\_\_ **Community Development**

*(Committee Jobs: Newsletter Advertising, Fundraising, Social Committee, Publicity, Newsletter Editor, SCVC Representative)*

\_\_\_\_\_ **Curriculum**

*(Committee Jobs: NAEYC Administration, Kitchen, Paints, Dress-up/Seamstress, Purchaser, Carpentry/Children's Garden, Art, Writer's Center/Music/Flannel Stories, Water Table/Sand Toys, Playhouse/Dollhouse/Puppets/Play dough, Math/Science/Games, Children/Adult Libraries, Field Trips, Block Room, Lawn Toys/Big Block Shed)*

\_\_\_\_\_ **Finance**

*(Committee Jobs: Membership Liaison, Tuition Manager/Assistant Treasurer, Assistant Purchaser)*

\_\_\_\_\_ **Membership**

*(Committee Jobs: Class Coordinators, Membership, Assistant Membership, Health Clerk)*

\_\_\_\_\_ **Facilities**

*(Committee Jobs: Special Projects, Handyman, Janitor, Workday Manager, Laundry/Bathroom, First Aid, Recycler, Purchasing)*



# Family Committee Job Skills Worksheet

Please indicate areas where you have skills or experience (check all that apply):

Building Skills	Creative/Crafts	Planning	Other Skills
<input type="checkbox"/> Repair/handyman	<input type="checkbox"/> Graphics design	<input type="checkbox"/> Project management	<input type="checkbox"/> Vendor management
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Sewing	<input type="checkbox"/> Event planning	<input type="checkbox"/> Financial management
<input type="checkbox"/> Electrical	<input type="checkbox"/> Library organization	<input type="checkbox"/> Trip coordination	<input type="checkbox"/> Accounting
<input type="checkbox"/> Carpentry	<input type="checkbox"/> Scrapbooking	Communications/ Marketing	<input type="checkbox"/> Legal expertise
<input type="checkbox"/> Woodworking	<input type="checkbox"/> Gardening		<input type="checkbox"/> Fundraising
<input type="checkbox"/> Construction			<input type="checkbox"/> Supply ordering
<input type="checkbox"/> Painting		<input type="checkbox"/> Writing/Editing	<input type="checkbox"/> Inventory control & organization
<input type="checkbox"/> Emergency preparedness		<input type="checkbox"/> Sales/Promotions	<input type="checkbox"/> Early childhood education experience
		<input type="checkbox"/> Public relations	

## Computer and Software Skills

Do you own a computer?       Yes       No

What operating system?       PC       Mac

Do you have Internet access?       Yes       No

Please indicate your level of skill with the following:

MS Word	<input type="checkbox"/> Modest	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Expert
MS Excel	<input type="checkbox"/> Modest	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Expert
MS Publisher	<input type="checkbox"/> Modest	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Expert
Database skills	<input type="checkbox"/> Modest	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Expert
Adobe PageMaker	<input type="checkbox"/> Modest	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Expert
HTML/PHP	<input type="checkbox"/> Modest	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Expert
Quick Books	<input type="checkbox"/> Modest	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Expert
SnapFish	<input type="checkbox"/> Modest	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Expert
Digital camera	<input type="checkbox"/> Modest	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Expert
Adobe Acrobat	<input type="checkbox"/> Modest	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Expert



# Family Committee Job Skills Worksheet

## Other Parent – Background and Skills

What is your profession? \_\_\_\_\_

Please describe any professional or volunteer experience you think might be useful to SJPPNS:

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Please describe your hobbies or activities you enjoy:

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Describe any other skills you have that you'd like to share with SJPPNS:

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