

**TITLE:** RIDGEKIDS Associate

**POSITION TYPE:** Part Time (12 Hours)

**ACCOUNTABILITY:** RIDGEKIDS Director

**KEY RESPONSIBILITIES:**

1. Sundays | 4 Hours
2. Week Day Prep | 8 Hours

**General RIDGEKIDS Programs:**

- Assist with weekly Sunday morning program components
  - o curriculum, classroom set-up, crafts and activities etc.
- Communication duties (social media, website, promotion of RIDGEKIDS programs through internal and external means)
- Assist with administrative components (scheduling volunteers, volunteer emails, data management)
- Assist with training, recruitment and ongoing support of volunteers
- Assist with classrooms on Sunday mornings
- Ensure all safety protocols are followed and support ongoing training for volunteers
- Lead a Large Group one time per month
- Help with cleaning and dishes as required for each Ridge Kids classrooms
  - o Bins cleaned and stored
  - o Replacement of all required supplies
  - o Compliance with 'facility accountability' program

**Other Events:**

- Assist with events: Family Night Out, Kid's Night Out, Athletes In Action Summer Soccer Camp)

**Compensation**

- \$18.00 an hour
- 4% Vacation Pay