

TITLE: RIDGEKIDS Associate

POSITION TYPE: Part Time (20 Hours)

ACCOUNTABILITY: RIDGEKIDS Director

KEY RESPONSIBILITIES:

1. Sundays | 4 Hours
2. Week Day Prep | 16 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