**Purpose of the position:**

To help coordinate, organise and manage a variety of fundraising activities during the year at Evesham Rd Kindergarten, under the guidance and direction of the Fundraising Co-ordinator. This will ensure additional funds are available for Maintenance and other additional requirements.

**Commitment:**

* Be familiar with the Evesham Road Kindergarten Constitution and Philosophy
* To complete all Legal and mandatory documents including, WWC, PA02
* Adhere to and sign a Code of Conduct.
* Adhere to and sign a Child Safety Code of Conduct and attend any training required.
* Act in the best financial interest of Evesham Road Kindergarten

**Skills:**

* Excellent organisational skills
* Ability to work well in a team
* Excellent communication skills
* Enthusiasm
* Creative and willing to engage in a “outside the box” approach.

**Key Tasks:**

* To support the Fundraising Coordinator and assist organise and manage a variety of fundraising activities during the year at Evesham Rd Kindergarten
* Be aware of the assistance the Fundraising co-ordinator and fundraising Subcommittee can offer the Bunnings BBQ Co-ordinator
* To assist in a variety of fundraising activities during the year at Evesham Rd Kindergarten
* To attend separate fundraising meetings where necessary
* For one member to attend the monthly Committee meetings if the Fundraising Coordinator is unable to attend and assist provide a monthly report for Committee meeting
* This is a supporting role, therefore attendance to the monthly Committee meetings is not necessary on an ongoing basis.