**Purpose of the position:**

* To assist coordinate, organise, manage, and apply for relevant grants for Evesham Rd Kindergarten during the year

**Commitment:**

* Be familiar with the Evesham Road Kindergarten Constitution and Philosophy
* To complete all Legal and mandatory documents including but not limited to, 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.
* To prepare comprehensive process notes to hand over to the next Committee and incoming Treasurer regarding any current financial reports and relevant information
* Act in the best financial interest of Evesham Road Kindergarten

**Skills:**

* Excellent research and organisation skills
* Excellent communications skills
* Ability to work well in a team
* Familiarity with government bodies

**Key Tasks:**

* To research and apply for relevant grants for Evesham Rd Kindergarten during the year (3 grants, at minimum)
* To consult with the Educational Leader as to relevant Grants to apply for and which equipment or resources that the kinder would benefit/needs
* To consult with the Executive Committee as to relevant Grants that have been advertised or suggested
* Grants to apply for can include/and are not limited to: Telstra Children’s Grants, Kingston Council and Victorian Government Children’s Week Grants, Community Shade Grants, Leader Newspaper Grants, Coles Junior Landcare Grants, CBA Grants, Vic Government IT Grants
* To attend the Kingston Council ‘How to apply for Grants’ seminar, if applicable/necessary
* If successful in grant applications, to ensure compliance of grant conditions and to coordinate the grant received and action needed to take
* To advise Treasurer of Grant applications and success or rejection of these Grants
* To attend monthly Committee Meetings
* To provide applicable reports to the Committee, where quotes and grant money has been accessed
* To maintain comprehensive records of annual and regular Grants and Grants applied for during the year
* To provide a comprehensive report to hand over to the next Committee