**Purpose of the position:**

To coordinate Social Events at Evesham Rd Kindergarten and support the Social Representatives of each class group

**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 President regarding any current and relevant information

**Skills:**

* Excellent organisational skills
* Ability to work well in a team
* Excellent communication skills
* Enthusiasm
* Outgoing

**Key Tasks:**

* Assist with social events at Evesham Rd Kindergarten including: the Welcome Family BBQ or Park Play, the Kinder Open Day and end of the Year celebrations
* To consult with the Educational Leader regarding dates and venues of the above activities and to assist with organising, brochures/advertising and coordination, where necessary
* Kinder Open Day – to assist with relevant advertising (including local Primary Schools, Maternal Childcare Centres, the Local Leader paper, Cheltenham library and local shops etc.). And to assist where required on the Kinder Open Day, including any fundraising activity if required (e.g., Cake stall).
* To consult with and support the Social Representatives of each class group (including to ensure each has an up-to-date class contact list as supplied by the 3YO and 4YO enrolment officers)
* To assist with any further social events at the kindergarten during the year. This may include activities during Children’s Week (October) and supporting the Trivia Night if required.
* To attend monthly Committee meetings and to provide a monthly report to the Committee regarding the Social activities (when applicable)
* To organise the end of year function for the Committee
* To consult with and support members of the Fundraising Committee if/where required