**Purpose of the position:**

To assist coordinate Social Events at Evesham Rd Kindergarten and create social groups within your class group to support the families to engage with each other.

**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:**

* Organize class group events a park play, or 1 dinner/1 coffee catch up per Term. Play centres can be a great option during wet weather months
* Help with 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 and support the Social Representatives of each class to give ideas or feedback on events
* To consult with and support members of the Fundraising Committee if/where required
* Organize thank you cards or group gifts for Group Teachers and Educator
* Create Social ties and be aware of parents who may be struggling socially so you can offer support.

**REMEMBER:**

* If communicating through social media, ensure respectful conversations and report rude or offence comments if they continue after a warning.
* Maintain privacy, always ask for contact details do not breach privacy regulations
* Be aware of cultural and diversity and avoid exclusion.