
Building Healthy Families, Inc.



Kid's Program Coordinator

July 2017

The role of the the Kid's program coordinator is to oversee the weekly classes for the BrightStart Workshop.

Responsibilities

1. Be available to from 9 AM to 1 PM on Saturday mornings during the workshop.
2. Working with our approved volunteers to cover each classroom with a head teacher and staff, and supervise our children's workers. The number of classes varies by site and enrollment. So working together with the Workshop coordinator as to the size and number of classrooms to offer each session.
3. Be able to use google documents for scheduling.
4. Oversee classroom supplies and order materials as needed.
5. Supervise set-up and take down of classes, and return each classroom to condition we found it in prior to set-up.
6. Interact with families before classes and during meals.

Qualifications

1. Must be at least 18 years old. References with prior experience working with children required.
2. Able to provide own transportation to workshop.
3. Responsible, organized and dependable.
4. Attend an orientation prior to volunteering including: reducing the risk training, imagination play ground associate training, receive a copy of our child safety policy and sign the reducing the risk policy statement.
5. Submit a BHF volunteer application and submit information for a background check.