



## **Little Sunshines Coordinator**

### *Job Description*

#### **General**

Little Sunshines is an initiative of Bulkley Valley Christian School. It is a parent-and-tot drop-in playgroup designed to attract young families to BVCS before their children are school-aged. The program will draw families into our building for regular Monday-morning playgroups, enhancing their familiarity with our school community, programs, building and staff. The program is intended as a parent-and-tot initiative...children may only attend with a parent or caregiver.

#### **Role**

The Little Sunshines Coordinator will be an enthusiastic promoter of BVCS to parents. Through cheerful and friendly interactions with parents and their children, the coordinator will help families to become familiar with our building, community and programs. The coordinator will take a creative approach to planning and running a fun and engaging program for tots and parents.

#### **Responsibilities**

The Little Sunshine Coordinator will be responsible for:

- promotion of the Little Sunshines program
- planning of all sessions
  - structure, crafts, music, snack, coordinating guests or special activities
  - planning for and purchasing supplies, snacks required for each session
- facilitation of all sessions
  - interaction with parents and tots
  - leading group activities
  - set up & clean up of room and activities
- mitigating disruption to preschool room supplies and classroom set up
  - supervise classroom layout and activities in such a way as to minimize disruption to preschool supplies, decorations, and room arrangements
  - clean up of room: disinfect all surfaces, toys and supplies after each sessions

#### **Accountability**

The Little Sunshines Coordinator will largely work under their own initiative. As this program is an initiative of the Admissions/Promotions Committee, the position is responsible to this committee. Guidance may come from the Development Director.

#### **Program specifics and hours**

Little Sunshines is scheduled to run weekly during the school year on Monday mornings (except holidays). There are two sessions each Monday morning (currently 8:45 until 10:10 am and 10:40 until noon, but these may be subject to some minor change). The coordinator will be start at 8:15 am (prep and setup) and complete at around 12:45 pm (allowing for clean-up time). A small budget will be available for the coordinator to purchase snacks and supplies.