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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.

The employment contract will be for the 2021/22 school year.

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.

Requirements

The Little Sunshines Coordinator position is subject to all hiring requirements, terms and conditions of the Bulkley Valley Christian School Society. This includes, but is not limited to, the coordinator being able to demonstrate Christian faith and active involvement in a Christian church.

Compensation

This position is salaried. Total of \$2,350 over ten months (\$235 per month) including 4% vacation pay, payable on the 15th and last day of each month.

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). The Monday morning sessions run 8:45 until 11:30, but these may be subject to some minor change. The coordinator will be start at 8:25 am (prep and setup) and complete at around 11:45 am (allowing for clean-up time). A small budget will be available for the coordinator to purchase snacks and supplies.