

C *Saint* CATHARINE'S

Real God. Real People.

Position Description 2020

KIDS' MENU PROGRAM ASSISTANT

(Volunteer Role, approximately 3 hours per week)

About St Catharine's:

Our vision at St Catharine's is to reach a post-church generation with real encounters with God, through authentic people.

St Catharine's is a diverse community. Some members have been attending Anglican church their whole lives, whilst our 11am congregation hosts an enthusiastic group of people coming from a range of experiences, with a passion to reach post-church people across Melbourne.

The Kids' Menu Program is a Sunday School teaching program that operates concurrently with the Sunday worship services. Children aged 3 – 11 are able to participate in an intentional and holistic learning program which seeks to develop healthy minds, bodies and spirits. The program employs the best educational and developmental psychology and is streamed according to the ages of the children present.

The role of the Kids' Menu Program Assistant is essentially to assist with the running of the weekly sessions and the set-up and pack-down required each week.

Key Areas of Responsibility and Focus:

To assist with the overall setup, pack-up and running of the Kids' Menu sessions. This includes but is not limited to:

- Wiping down kids tables;
- Putting out craft activities;
- Helping cue or setup multi-media resources;
- Chopping up and preparing fruit and water snacks for the children;
- Assisting smaller children with craft tasks;
- Assisting smaller children accessing tables, art smocks, resources, etc.
- Assisting children to carry out the instructions of the teacher;
- Assistance with supervising children after the service;
- Pack-down and clean-up of all resources;
- Compliance with all Child Safe procedures as outlined on the Church web site.

Characteristics and Attitudes:

- A desire to grow and learn;
- A capacity to work respectfully with the leadership team and church members;
- All Kids' Menu Volunteer Assistants must sign the Parish Code of Conduct and hold a current Police Check and Working with Children Check.

Skills, Strengths and Experience:

- Some experience with children is preferred but not essential.

Resources, Support & Training Provided

- This role will be supervised by the Lead Pastor;
- Training for the role will be provided.

Key Performance Indicators

That by the commencement of 2019:

- The Kids' Menu Volunteer Assistant would have a firm understanding of their role and ability to set-up, pack-down and complete many of the Kids' Menu tasks independently.

Salary & Employment Standards

Hours:

This role should involve no more than three hours per week. The Kids' Menu Volunteer Assistant is required to attend on Sunday mornings from 10.30 am until 1.00 pm. It's understood that it may not be possible for volunteers to attend every Sunday.

Additionally the Kids' Menu Volunteer Assistant may wish to assist with a monthly dinner on the first Saturday of each month from 6:30 – 9:00 pm where some child care is required (optional).

Date Commencing:

Immediately

Remuneration:

This is a volunteer role so there is no remuneration. However work-related travel or other expenses can be submitted for reimbursement subject to approval.

Please provide a letter of application together with Curriculum Vitae and the names of two Referees to Adam Cetrangolo (Lead Pastor): adam@stcaths.net.au.

To further discuss the position contact Adam on 9523 8963.