**JOB DESCRIPTION:**

***Kids Club Games Coordinator***

AIM

As a *Kids Club Games Coordinator*, you aim to:

* Faithfully serve the members of the Club by organising fun and engaging games, and by doing so engage them with the gospel
* Provide a safe food environment
* Work closely with other Kids Club team members for the enjoyment and encouragement of the children that come.

RESPONSIBILITIES

You are directly responsible to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [e.g. Session and the Minister]

YOU ARE RESPONSIBLE FOR:

* Coordinating games that are age appropriate and safely run
* Organising any equipment and space required for a game
* Encouraging participation, fair play and mutual support of participants playing a game
* Coordinating with the Kids Club leader so that games can support the teaching program.

REQUIREMENTS FOR THE POSITION

You must:

* Be a regular attender at church and a Bible study group
* Obtain a Working with Children Check
* Complete the Breaking the Silence application for working with children and/or young people form.
* Complete Breaking the Silence basic training every 3 years and doing any top-up training required for children’s and youth ministry roles.
* Sign a copy of this job description.
* All refreshment volunteers must wear gloves (provided) and long hair must be tied back while on duty.

SAFE MINISTRY PROTOCOLS FOR THIS POSITION

* If a child of the opposite sex comes to you for counselling, immediately take them to a leader of the same sex as the child who can talk to them. NEVER counsel or talk through issues with a child of the opposite sex.
* If a child discloses information to you regarding any kind of abuse or neglect, you must divulge this information to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. However, be careful not to reveal this confidence to any other person.

I have read and understood this Job Description, and the Breaking the Silence Code of Conduct and Policy:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: / /