

DESIGNATING A PROGRAM COORDINATOR



While sharing the breakfast club's workload amongst the whole school community is encouraged, there is still a need for one or two main people to lead the club. This person is typically referred to as the program coordinator, but may also be known as the site coordinator, health champion, head volunteer or program lead. The program coordinator is responsible for organizing and overseeing the daily operation of the breakfast club and is the main point of contact for other members, funders, volunteers, and the broader school community. The main tasks that are typically the responsibility of the program coordinator may include:

- Lead initial program planning, including forming the committee;
- Ensure the successful day-to-day operation of the school breakfast club including food purchasing, preparation and delivery;
- Provide training and guidance to volunteers;
- Ensure volunteers are screened in accordance with school policies;
- Organize the volunteer schedule to ensure proper staffing and supervision each day;
- Ensure that resources and equipment are clean and securely stored;
- Ensure all food safety standards are properly understood, communicated, and implemented;
- Foster a welcoming, supportive environment in accordance with the Club's mission and the school's code of conduct;
- Consult and liaise with the school principal in all matters connected to the breakfast club (e.g. program needs, new school volunteers, conflicts between students);
- Maintain proper records and ensure reports are submitted to funders at appropriate times, including program data and receipts;
- Ensure compliance with all relevant policies, codes and provincial legislation (e.g. student nutrition or school food policies, fire codes, volunteer policies, safe food handling);
- Contribute to the promotion and continued success of the breakfast club.

