Head volunteer/coordinator mandate for school breakfast program : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_

The person acting as head volunteer / coordinator of the breakfast program is supervised and supported by a member of the school team, with the additional support of a Breakfast Club representative. Their mandate is to provide breakfast service to all children registered in the breakfast program while respecting the rules, standards, and values ​​of the school, and of the breakfast club.

Qualifications

* \* Positive leadership skills \* A caring nature \* Able to handle stressful situations
* \* Organisational skills \* People skills (kids and adults) \* Trustworthiness

Requirements

* Can communicate by email and be able to respond within 24 hours.
* Has access to a computer (personal or at school).
* Is over 18 years of age and passes a background check confirming no criminal record -required by css.
* Comfortable communicating in the principal language of the school.
* Respects confidentiality of children and families
* Demonstrated professionalism and keeps relationships with students strictly during breakfast period (unless a link outside school already exists)

Attendance

* Every morning of the regular school calendar (except in exceptional cases): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* During events and meetings necessary for the proper functioning of the club.
* Days used for preparation and cleaning before the opening and closing of the club.

Main tasks and responsibilities

* Supervision of the steps related to the preparation and serving of breakfast.
* Application and promotion of MAPAQ rules.
* Supervision of children according to JeunEstime values ​​and the school's code of conduct.
* Harmonious and respectful management of the team of volunteers and the school team.
* Responsible management of menus based on food, allergies, number of children and number of volunteers.
* Rigorous monitoring of attendance statistics.
* Keep and transmit documents for online reports to the person appointed by the school.

I agree to be filmed, photographed or interviewed for the purposes of promoting the Breakfast Club Yes No

I have read the head volunteer/coordinator mandate and I am committed to assuming the tasks and responsibilities.

**Signatures**

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*Head Volunteer* Signature Date

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*School Principal* Signature Date