



The Role of the Active Kids Trainer

As you consider implementing the program at your school, there are several different jobs that you should consider for your program: lead trainer, school trainer, junior trainer, and volunteer. There are a variety of staffing options for your program.

We strongly recommend you maintain a 1:20 adult-to-child ratio. Trainers do not need to be certified; rather they need to be a positive voice who can manage a large group of children. Anyone can be trained on the Active Kids & Minds program and run the program voluntarily. Sources for trainers include:

- Teachers, school staff members, and physical education teachers.
- Local health and wellness programs or gyms.
- Local colleges to find students who may be interested in volunteering or working to fulfill an internship requirement.
- Parents or active community members.
- Senior students in the school to act as Junior Trainers

The most critical choice you need to make is identifying an individual to lead the program. This individual is the **Lead Trainer (LT)** and may, in fact, be you! Ideally, the LT commits to lead Active Kids & Minds throughout the session and acts as the primary liaison between the program and the school by coordinating communication and the dissemination of information to the principal, teachers, parents, and children. Some schools choose one person to be the LT while others have different individuals responsible for the programming and administrative components of the program.

School Trainers (ST) and/or volunteers are needed to help run the program and make it successful. These can be paid or volunteer positions. General responsibilities include assisting during and outside of class by understanding weekly lesson plans and being aware of his/her designated responsibilities during each Active Kids & Minds class. For the safety of the students, all individuals must complete a criminal background check, as per the school's requirements. After registering with Active Kids & Minds, trainers may attend a training session through their school board, or contact **Active Kids & Minds** to find out more. We recommend you review our Training Videos on the Trainer Hub to become familiar with the structure of a Active Kids & Minds class.

As a best practice, we recommend that all trainers be CPR/AED certified by an authorized representative. At a minimum, please consider having at least one certified trainer. Contact your local hospital or fire department as there are often classes provided for your community at a minimal cost.



Detailed List of Responsibilities for Active Kids & Minds Trainers

Lead Trainer

The lead trainer is a school staff member or community volunteer that has committed to lead the Active Kids & Minds program as scheduled for approximately one hour before school. This individual heads the school trainer group for his/her school and is responsible for the execution of the daily lesson plan. He/she should be flexible, be able to think on his/her feet, and remain calm and positive. Specific job responsibilities include:

- Review Active Kids & Minds Curriculum
- Attend Active Kids & Minds training session or participate in online training
- Be able to explain and lead activities with the children.
- Work on initial startup of program (including but not limited to):
 - o Coordinate with PE teacher, if applicable
 - o Assess facilities, including review of inside and outside space and storage space § Review drop off protocol with principal
 - o Review procedures to transition to class or breakfast
 - o Measure a 400-meter running course
 - o Obtain a list of teachers and email addresses for the school
- Utilize existing lesson plans, including: warm-up, run, skill of the week, relay race/obstacle course, and game, and a cool down. Specific information for each section is included in the training manual.
- Assign a trainer to present the nutrition component of the program (Active Kids & Minds bits) consistently and concisely, or deliver it yourself.
- Ensure class staffing, including follow-up with volunteers and working to initiate further outreach, if necessary.
- Lead, manage, and oversee the flow of class, including explanation and enforcement of safety procedures and program rules for class.
- Modify lesson plan during class as needed based on weather, attendance, participation, and attitude of children.
- Designate a school trainer/volunteer to be responsible for daily attendance.
- Ensure that unstructured free play at drop-off time runs smoothly and kids are engaged with an activity of their choice.
- Choose and announce Active Kids & Minds Kid of the Week.
- Keep emergency contact information on your clipboard at all times during class.
- Understand and be able to implement the Emergency Action Plan.
- Act as a liaison with the school principal to review participant disciplinary issues.
- If applicable, coordinate running metrics including summarizing results.
- Coordinate the completion nutrition and participant surveys during class at the end of session, if applicable. § Assist in the distribution and collection of teacher and parent surveys, if applicable.
- Act as primary liaison at designated school by assisting in communication and dissemination of



information to principal, teachers, parents, and children.

- Manage the collection of various forms and information from participants and follow-up in a timely manner.
- Fill out the necessary criminal background check document with your school.

School Trainer

The school trainer is an individual (parent, community, or school staff member) that has committed to participate in the Active Kids & Minds. Specific job responsibilities include:

- Review Active Kids & Minds Curriculum
- Attend Active Kids & Minds training session or participate in online training
- Understand how to execute all movements.
- Be able to explain and lead activities contained in the manual
- Assist Lead Trainer as needed during class and outside of class as requested.
- Meeting and strategizing with Lead Trainer and other personnel as requested.
- Assist in the collection of teacher, parent, and participant surveys, if applicable.
- Assist Lead Trainer as requested including assistance with metrics.
- Understand weekly lesson plans from Lead Trainer to ensure he/she is aware of the responsibilities during Active Kids & Minds class.
- Enforcement of safety procedures and program rules for class.
- Fill out the necessary criminal background check document with the school.

Junior Trainer

The junior trainer is a child who is interested in helping out with Active Kids & Minds, but is not eligible to participate

because he/she is too old. Junior trainers are typically middle school students in a K-8 school or sometimes Active Kids & Minds population. The goal of the position is to both provide support to the trainer and provide a leadership

role opportunity for the child. Specific job responsibilities include:

- Assist trainers with a variety of tasks: demonstrating movements and games, setting up equipment and games, cleaning up, and motivating participants, etc.
- Act as a role model and cheer on participants
- Partner with participants who need assistance playing games or doing movements
- Monitor water breaks
- Cheer and encourage participants
- Keep moving by staying involved with the participants in class



Volunteer

The volunteer is an individual (parent, community, or school staff member) who has volunteered to participate in the Active Kids & Minds program from time to time. Specific guidelines include:

- Cheer for the kids and be upbeat!
- Keep moving by staying involved with the kids.
- Assist the trainers with various tasks during class, such as setting out cones or equipment, keeping kids with their color group or station, demonstrating movements, collecting colored bracelets, cleaning up, turning the music up or down, and keeping the kids motivated.
- If you volunteer on a regular basis, the lead trainer may ask you to help with certain aspects of the class every time you volunteer, including:
 - Helping with morning drop off and attendance
 - Helping with misbehaving kids
 - Helping with bumps and bruises
 - Monitoring the water fountains and bathrooms
 - Volunteers may bring participants' younger siblings to class as long as the sibling(s) is able to participate in the program without support.
 - Fill out the necessary criminal background check document with your school. § If you are not sure what to do, join in with the kids and participate!

*Our amazing volunteer trainers are the key to building our kids' success.
Thank you for all you do!*