

# Job Description

Title: SUMMER COORDINATOR  
Employer: CHAPTER of Child Evangelism Fellowship of WI  
Employee:  
Immediate Supervisor: Local Director or other full-time staff person  
Dates: Mid-April, 2024 – Mid-late August, 2024

## General Responsibilities

Assist the Local Director in all aspects of the local *CEF* chapter ministries.

## Specific Responsibilities

Under the direction of the Local Director —

1. Calls potential hosts to schedule summer *Good News Clubs*® (*sGNC*'s).
2. Screens hosts/helpers for Child Protection Program (CPP).
3. Prepare and send host family packets in advance
4. Help with summer ministry planning (*sGNC*'s, Hosts, scheduling summer missionaries)
5. Help plan transportation for *sGNC*s (schedules drivers for summer missionaries).
6. Be available to help teach *sGNC*'s when needed.
7. Visit summer *Good News Clubs* and evaluate summer missionaries.
8. Works on newsletters and other office needs.
9. Writes “thank you” notes to each hostess after her club (send attendance).
10. Stock materials needed from week to week (teaching bins)
11. Participate and assist with Orientation, Assistant Missionary Training, Homework Party, Coached Clubs (training week 2), and end of summer picnic
12. Help compile *sGNC* reports (attendance, evaluations, offering, testimonies)
13. Write an article for fall newsletter about summer ministry
14. Performs other duties as directed by the Local Director.

I have read my job description, agree to the requirements thereof, and have received a copy.

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_ Date \_\_\_\_\_