

GOOD NEWS CLUB (GNC) COORDINATOR

TITLE: GNC Coordinator

EMPLOYER: Child Evangelism Fellowship® of WI, **Chapter**

WORKER'S NAME:

IMMEDIATE SUPERVISOR: Local Director

GENERAL RESPONSIBILITIES

- Handle the daily tasks associated with the operation of the CEF chapter office, as a member of the chapter staff
- Work in cooperation with Local Director to insure that the office works efficiently and smoothly, in a way that honors the Lord

SPECIFIC RESPONSIBILITIES

- Ministry Supervision
 - Recruit and equip volunteers to share about Good News Clubs
 - Secure partnerships and locations to conduct Good News Clubs
 - Make sure that all necessary materials are given to the teams regularly
 - Be available to help new teachers start their club
 - Teach Good News Club as needed, being involved in one club as time allows
 - Assist/Encourage the follow-up of children by church partners
- Leadership Development
 - Facilitate quality club start-up and ongoing mentorship
 - Encourage each volunteer to attend Good News Club teacher training classes
 - Visit each Good News Club to encourage and help with problems
 - Connect with teachers to give encouragement
 - Demonstrate a balanced, growing relationship with Christ in daily life
 - Strategize how to adequately staff for growth (starting club team, area coordinators)
- Administrative Responsibility
 - Develop a schedule that lays out what needs to be done and when
 - Strategize to secure access to schools in given school district and keep files of district procedures and correspondence
 - Organize to have all necessary procedures in place by Good News Club staff and volunteers (completed applications, Statement of Faith/Doctrinal Protection Policy, and CPP screening)
 - Keep database updated with current churches/schools/teachers/volunteers
 - Write monthly report of Good News Club statistics and ministry progress
 - Pass on prayer praises/requests to prayer chairperson for distribution
 - Perform duties as assigned/requested by the local director

I have read and received a copy of this job description.

Signature

Date