



# Adopt-A-School Personnel Job Description Overview



## **Team Leader\***

Responsible for recruiting GNC™ personnel and for oversight of this team during the club year. Includes arranging and leading team meetings for prayer and encouragement.

## **Club Administrative Coordinator**

Responsible for coordinating permission slip and nametag distribution, arrival/dismissal procedures, and attendance/record keeping—primary contact between club, school, and CEF® office.

## **Main Teachers (Minimum of 2)**

Responsible for oversight of club, schedule, teaching of the Bible lesson and memory verse.

## **Teacher Assistants\*\* (Minimum of 2)**

Responsible for leading of the songs, missionary story, Wonder Time™ and/or review game time during club.

## **Prayer Coordinator\*\***

Responsible for gathering prayer requests from club leaders each week and passing them on to other prayer partners and church prayer list. Also e-mails the CEF office with prayer requests.

## **Snack Coordinator\*\***

Responsible for coordinating snack each week and bringing it to club. Could also be in charge of preparing the take home bags for the children.

## **Grade/Group Shepherds\*\* (Minimum of 6)**

Responsible for being the helper in charge of a grade (or group). This would entail greeting students in that grade as they arrive, supervising their snack time, listening to their verses, sitting with them, during club and through dismissal time.

## **Counselors\*\* (3-4 available each day)**

Responsible for counseling children who respond to the invitation during club and passing on counseling information to the Club Coordinator.

\* These positions can be held by someone also holding any other position.

\*\* These positions can be held by someone holding another position other than the Club Coordinator or Main Teacher