



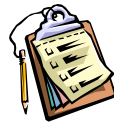
# Adopt-A-School GNC™ Personnel Job Description Overview



## Team Leader

1

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



## Administrative Assistant

1

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



## Bible Teachers

2

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



## Teacher Assistants

2

Responsible for leading of the songs, missionary story, and/or review game time during club. This person could also serve in another role such as prayer coordinator or grade helper.



## Prayer Coordinator

1

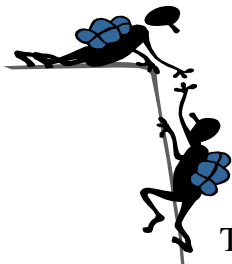
Responsible for gathering prayer requests from club leaders each week and passing them on to other prayer partners and church prayer list. Also responsible to email the *CEF* office with prayer requests.



## Refreshment Coordinator

1

Responsible for coordinating snack each week and bringing it to club. The refreshment coordinator could also be in charge of preparing the take-home bags for the children.



## Grade Helpers

Minimum of 6  
(for clubs over 50)

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 for each club

Responsible for counseling children who respond to the invitation during club. Anyone assigned to another “job” may also be a counselor.