

Brentwood Christian School
PTF Coordinator Job Description

Leadership Title: Grandparents' Day Coordinator

Overall Job Description: Support BCS staff with planning BCS Grandparents' Day.

Essential Duties and Responsibilities – In order to receive the full 20 credit hours, you must complete the following:

1. Meet with Marquita Moss, and Libby Weed to discuss theme, decorations, invitations, programs and meal.
2. Purchase stationery, and meet with printer to order invitations.
3. Follow up on all meal and program plans made with Mrs. Moss and Mrs. Weed.
4. Recruit volunteers to drive golf carts, set up, greet, serve, and clean up.
5. Stuff and mail invitations six weeks before Grandparent's Day.
6. Make necessary arrangements for preparing, setting up, decorating, and serving breakfast.
7. Make arrangements for golf carts.
8. Meet with Chris Turner regarding use of cafeteria.
9. Document work to pass on to future Grandparents' Day Coordinators.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability recommended.

Talents/Skills/Experience:

- Organization and Planning Skills
- Written and Verbal Communication Skills
- Detail-oriented Nature
- Basic Computer skills such as MS Outlook, Word and Excel
- Large Event Planning Experience suggested but not required

Written By: Deanna Wofford

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