

Brentwood Christian School
VIP Coordinator Job Description

Leadership Title: Jog-A-Fun Coordinator

Overall Job Description: Oversee many aspects of Jog-A-Fun day and coordinating volunteers.

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

1. Organize volunteers for various duties on Jog-A-Fun day.
2. Communicate with development office, administration, parent volunteers and teachers as needed.
3. Oversee volunteers on the day of the event: including water, sno cones, Be There Bear, fruit, etc.
4. Document work to pass on to future Jog-A-Fun 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:

- Knowledge and understanding of the capacities required for Jog-A-Fun day
- Communication and organization

Written By: Lynn Petrik

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