

**Brentwood Christian School**  
**VIP Coordinator Job Description**

**Leadership Title:** Jog-A-Fun **Field** Coordinator

**Overall Job Description:** Oversee many aspects of Jog-A-Fun field activities and assist in coordinating volunteers.

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

1. Organize runner assignments for Jog-A-Fun day.
2. Set-up and take down field on Jog-A-Fun day including cones, flags, tent, and tables.
3. Verify that runners are in assigned positions before the start of each race.
4. Verify and report “most laps” runners during each race.
5. Communicate with special events office, administration, parent volunteers and teachers as needed.
6. Document work to pass on to future Jog-A-Fun Field 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: Kathy Baur/Anita Chambers

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