

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

**Leadership Title:** New Family Welcome Coordinator

**Overall Job Description:** Responsible for helping new families to BCS feel more connected to the community by providing them with helpful information.

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

1. Call and welcome each new family to BCS.
2. Provide information concerning such things as RenWeb, uniform basics, VIP, PTF, and general campus culture.
3. Review the BCS calendar and events relevant to each family, especially such events as Jog-a-fun, field days, and Grandparents' Day, as well as opportunities for academic, fine arts, and athletic extracurricular involvement that may not have been available at their previous school.
4. Assist new families by putting them in touch with other families who wish to carpool and who live in the same area of town, which would be arranged via a carpool interest form to be turned in at registration.
5. Create a carpool interest form for the summer mailing.
6. Document work for future New Family Welcome Coordinator.

**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 of the many facets of BCS
- Verbal communication skills
- Follow-through
- Friendly and outgoing personality

Written By: Lynn Petrik

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