

Brentwood Christian School
VIP Coordinator Job Description

Leadership Title: Playground and Campus Improvements Coordinator

Overall Job Description: Oversee all aspects of both lower and upper elementary playgrounds' maintenance and improvements as well as beautifying the school and church grounds.

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

1. Regularly inspect both playground areas for any issues with safety, being watchful for repairs and replacement of equipment as needed.
2. Recruit, organize, and supervise volunteers for workdays.
3. Work within the PTF budget to obtain materials, equipment, and supplies for workdays and other repairs as needed.
4. Communicate with PTF, administration, teachers, parents, and kids as needed regarding playground issues.
5. Document work to pass on to future Playground & Campus Improvements 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:

- Basic knowledge of landscaping, drainage, playground regulations, usage restrictions, neighborhood and school dynamics, as well as site limitations.
- Experience with construction supervision and project management.
- Purchasing or gaining donations for needed items and materials.

Written By: Lynn Petrik

Date: April 20, 2010