

Brentwood Christian School
VIP Coordinator Job Description

Leadership Title: VIP Program Assistant Coordinator

Overall Job Description: Responsible for assisting the VIP Program Coordinator.

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

1. Each month, solicit service needs from faculty and coordinators via email and prepare the monthly VIP service needs list.
2. After registration, review all completed Time and Talent Agreements and compile a list of interested volunteers for each of the service areas listed. Distribute the list to each of the leaders of the service areas.
3. Document work for future VIP Program Assistant 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:

- Organization and attention to detail
- Written communication skills
- Follow-through

Written By: Michelle Bryant

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