

Brentwood Christian School
VIP Coordinator Job Description

Leadership Title: VIP Program Coordinator

Overall Job Description: Responsible for overseeing the Volunteers in Partnership (VIP) program, maintaining/reporting family volunteer credit hour records and gathering/posting volunteer opportunities.

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

1. Record signed VIP Time and Talent Agreements per family and inform school when to bill families for the annual financial donation.
2. Pick up volunteer credit forms weekly from elementary and secondary offices and record family credit hours in RenWeb.
3. When needed, forward filled-out, un-signed forms to the appropriate coordinator, coach or teacher for signature.
4. Prepare a Volunteer Credit Statement for each family in January and April.
5. At the end of May, prepare invoice for families with any non-worked hours and provide the information to the school.
6. Email BCS staff monthly for volunteer needs/opportunities and post on select bulletin boards and email calendar coordinator to include opportunities and contacts on monthly school calendar. Also email Jacob and Terri for posting on RenWeb and the PTF website.
7. Document work to pass on to future VIP Program 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:

- Organized and Detail-oriented
- Basic computer skills
- Written and Verbal Communication skills

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Date: July 9, 2010