

Brentwood Christian School
VIP Coordinator Job Description

Leadership Title: Teacher Appreciation Lunches Coordinator

Overall Job Description: Responsible for planning and overseeing all Teacher Appreciation lunches for Elementary and Secondary schools.

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

1. Work with the Administration and church office to schedule dates for all of the luncheons for the year.
2. Work with the Homeroom Rep Coordinator and HS Office to get information out regarding what volunteers are needed for the luncheons.
3. Call restaurants to plan where the meals will come from and within budget. Plan food delivery or pick-up.
4. Create volunteer schedule and oversee set-up, serving and clean-up to make sure all are completed satisfactorily.
5. Work with PTF Treasurer to pay vendor(s).
6. Document work to pass on to future Teacher Appreciation Lunches 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:

- Organization and planning skills
- Written and verbal communication skills
- Detail-oriented nature
- Basic Computer skills such as MS Outlook, Word and Excel
- Basic Math skills

Written By: Cherie Wilson

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