

## CLUBHOUSE COORDINATOR JOB DESCRIPTION

**Purpose:** To coordinate the Clubhouse outreach within the Western Wisconsin area.

**Goal:** To reach as many children and families with the Gospel as possible through fairs and festivals, utilizing the Good News Clubhouse and other means.

### Qualifications

Must be a mature, born-again Christian, confident about their call to minister to children and willing to abide by CEF's purpose and policies.

### Specific Responsibilities

1. Work with the director to determine dates and locations for events and see that events are booked.
2. Schedule workers for various events. (See Fair Volunteer Job Descriptions)
3. Work with the Director of Training to train volunteers as needed.
4. Encourage volunteers by ensuring that devotions, prayer, water and snacks are provided for each shift.
5. See that the Good News Clubhouse is clean, equipped and transported to event. (Find a volunteer to transport the Clubhouse to each event.)
6. Monitor the GN Clubhouse is for cleanliness and quality of service during each event.
7. Ensure that follow-up materials and information is adequate and stocked for each event.