

GNC Job Description Overview

Team Leader

(1 person)

Responsible for recruiting GNC team members and for the oversight of the team during the club year. Includes arranging and leading team meetings for prayer and encouragement. Primary contact between club, school and CEF office.

Club Administrator

(1 person)

Responsible for coordinating registration form and nametag distribution, arrival/dismissal procedures and attendance/record keeping.

Main Teachers

(Minimum of 2)

Responsible for oversight of club schedule and teaching of the Bible lesson and memory verse.

Teacher Assistants

(Minimum of 2)

Responsible for leading of the songs, missionary story, and/or review game times during club. This person could also serve in another role such as prayer coordinator or helper.

Prayer Coordinator

(1 person)

Responsible for gathering prayer requests from club leaders each week and passing them on to other prayer partners and church prayer list. Also responsible to email the CEF office with prayer requests.

Snack Coordinator

(1 person)

Responsible for coordinating snack each week and bringing it to club. Could also be in charge of preparing the take home bags for children. This person could also serve in another role.

Grade Shepherds

(1 for every 10 children)

Responsible for being a helper of a group of 10 or less children. This would include greeting the children in your group as they arrive, supervising their snack time, listening to their verses, sitting with them during club and through dismissal time.

Dismissal Coordinator

(1 person)

Responsible for leaving club area early to interface with parents in the car line and ensuring the children are released safely. May also invite families to special events.

Counselors

(3 -4 available each week)

Responsible for counseling children who respond to the invitation during club and passing on counseling information to the team leader. This person could also serve in another role such as prayer or snack coordinator.

Follow-Up Coordinator

(1 person)

Responsible for coordinating the visitation of children from the club with the visitation program from the church. This person could also serve in another role.