

Child Evangelism Fellowship of S.C., Inc.
Columbia-Midlands District
500 St. Andrews Road – Post Office Box 21003
Columbia, South Carolina 29221-1003

JOB DESCRIPTION	: Good News Club Coordinator – General (09/2021)
EMPLOYER	: Columbia-Midlands District
IMMEDIATE SUPERVISOR	: Assistant Director
SALARY / BENEFITS	: Hourly Rate: \$12.00 to \$18.00
WORK WEEK	: 35 Hours Per Week - Monday through Friday

General Responsibilities

Performs the planning, execution and oversight of the After School Good News Club Ministry in local elementary schools.

Qualifications:

1. Believes and signs *CEF* Statement of Faith, Workers Compliance Agreement, and all Child Protection Policy forms
2. Manifests a Christ-controlled and disciplined life
3. Has an eagerness to share the Gospel with children and to perform the tasks of this position as outlined
4. Successful completion of *Teaching Children Effectively 1* is preferred
5. Prior service in a Good News Club helpful but not required
6. Valid driver's license and clean driving history of at least one year is preferred
7. Willing to follow and abide by all policies and the leadership of *Child Evangelism Fellowship*

Other Qualifications: Ability to work well with others; analytical skills; exceptional organizational skills; works well independently; self-starter; and motivates others. High School Diploma (minimum). Computer skills to include Microsoft Office (Excel, PowerPoint and Word, etc.). Must be dependable; punctual; ability to effectively communicate at all levels (GNC volunteers, pastors, principals). Detail oriented. Ability to resolve concerns shared by GNC team leaders via phone, email, mail, or social media. Obtain Teaching Children Effectively(TCE) Level I certification within 6 months of hire and Instructor of Teachers(IOT) Level 1 certification within 12 months of hire. Some marketing and sales experience would be a plus. Must be a team player.

Specific Responsibilities

1. Organizing and maintaining Good News Clubs by:
 - a. Arranging partnerships with churches by meeting with pastors
 - b. Meeting with principals to introduce the program and secure permission to conduct a GNC
 - c. Ensuring a good working relationship with schools and churches
 - d. Observing and evaluating new clubs and providing constructive feedback to team leaders
 - e. Ensuring GNC volunteers participate in GNC training conducted by CEF staff
 - f. Overseeing the completion of Child Protection Policy Screening paperwork on all volunteers
 - g. Visiting GNCs in your area of responsibility at least once per year to ensure policy compliance
 - h. Assisting with club details, reporting and other ministry requirements

2. Maintain monthly contact with Good News Club teachers for the purpose of:
 - a. Providing oversight and encouragement to volunteers in your area or responsibility
 - b. Ensuring that monthly club statistics are submitted to Technology Coordinator by the 1st of the month
 - c. Providing support to volunteers by assisting with curriculum needs and supplies as needed; sharing prayer request as needed; and periodic calls to team leaders to provide support
3. Responsible for conducting four GNC Workshops for GNC teachers during the school year.

Other Ministry Duties

1. Assist in organizing and executing Good News Club/Ministry training workshops
2. Promote CEF Ministry and assist in fundraising efforts (Annual Fellowship Dinner and Midlands Gives)
3. Performs other duties as assigned by the Assistant Director

Understanding and Agreement

This is not a contract of employment and may be amended or canceled at any time, with or without the incumbent's agreement.

I have read and agree to comply with this job description as well as the USA Organizational Manual and the CEF-SC Operational Manual.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____