

Job Description

Job Title –Field GNC Coordinator

Hours – 280 hours/year

Reports to – Local Director

Location – Child Evangelism Fellowship of SC, Inc. Greater Pee Dee Chapter

Qualifications:

1. Believes and signs *CEF* Statement of Faith and manifests a Christ-controlled and disciplined life
2. Has a burden and vision to see lost children reached with the Gospel
3. Has the ability to multi-task and is a self-starter; flexible
4. Strong computer and typing skills including work with Microsoft Office
5. Has a gift for teaching adults and a love for teaching children
6. Previous experience in training and development of training modules

Responsibilities:

General:

1. Pray for the ministry before the start of any *CEF* work with others and during personal quiet time
2. Meet all *CEF* state and national requirements
3. Support *CEF* through prayer and financial giving
4. Work under the direction of the Director in whatever capacities needed
5. Assist with fundraising activities and events (dinner, golf, mailings, etc.)

GNC Ministry:

1. Assist with training and development (initial training, procedures training, materials workshop, etc.)
2. Mentor (and track) new and existing Good News Clubs and assist with teaching and training as needed
3. Encourage and ensure follow-through of policies and procedures
4. Assist with the strategy of promoting ministry opportunities to volunteers and partnering churches
5. Works with GNC and church leaders to assure restart of the club the following year

Communication:

1. Assist in preparing regular volunteer communications to encourage, inform, and foster a culture of prayer
2. Gather prayer concerns, praise reports, and stories from the field
3. Assist in volunteer appreciation (brunch, open house, quarterly devotional, etc.)
4. Assist in maintenance of the *CEF* database to insure integrity in the information
5. Encourage others towards training, going the extra mile, school involvement, church follow up, etc.

Other Ministries:

1. Assist with CYIA preparation, scheduling, and training/mentoring as needed
2. Assist with 5-Day Club preparation, scheduling, training/mentoring as needed
3. Assist with Christmas Across America preparation, scheduling, training/mentoring as needed

Materials:

1. Be familiar with all *CEF* material
2. Help distribute materials as needed

UNDERSTANDING AND AGREEMENT

As a religious organization, Child Evangelism Fellowship is permitted and reserves the right to prefer employees or prospective employees on the basis of religion.

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

Employee's Signature

Date