

# **“Bikes” Coordinator**

Job Description

Revised: 11/24/03



## **BASIC FUNCTION**

- Coordinate Saturday night and Sunday morning “Big Wheels” classes (6 year olds – ie: Kindergarten)
- Assist the Early Childhood Coordinator to recruit volunteers serving in our “Bikes” class.
- Schedule parents and volunteers serving in our “Bikes” class.
- Make sure that proper procedures are followed in “Bikes”.

## **SPECIFIC ONGOING DUTIES**

- Coordinates the recruitment and scheduling of all volunteers in the “Bikes”. (ie: Attend quarterly scheduling meeting with Early Childhood Team & take names from sign-up forms and place into a schedule every quarter).
- Notifies Early Childhood Coordinator any supplies needed in the “Bikes” room.
- Is available for parent or worker questions (ie: when workers have questions, they will know to ask you).
- Serve as a mediator between parents/workers and Early Childhood Coordinator.

*\*It is important for you to know that I DO NOT EXPECT and DO NOT WANT you to work in the “Bikes” class every week, constantly filling in for people. Your job will be to coordinate workers so that emergency fill-ins are rarely needed.*

## **SPECIFIC OCCASIONAL DUTIES**

- Assist the Early Childhood Coordinator in the development of policies and procedures in the Early Childhood Department.
- Meet once a quarter with the rest of the Early Childhood Team for scheduling of upcoming quarter.
- Meet one a quarter with Early Childhood Coordinator & Early Childhood Team for ministry evaluation and discussion of “next steps”



Christian Life Fellowship

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