

## List of Jobs/Responsibilities

**Develop a list of jobs/responsibilities** for the leader and helpers. There should be a list of responsibilities prior to the club, during the club and at the end of the club. **Everyone should know their jobs/ responsibilities.** This way the club is more likely to run smoothly.

\*\*\*\* Some people may have more than one job because the job or share jobs with another person

**1. Team Leader** -is responsible for the overall program. They also serve as the liason between the team and CEF. Team leaders are responsible for attending the Fall & Spring CEF trainings. They are also responsible for holding meetings with their club to go over and assign team responsibilities.

**2. Administrator** - the administrator is responsible for filling the lease application with the school. They are responsible for seeking approval and distributing the flier. They are responsible for putting together the attendance sheets, name tags and sign out sheets.

**3. Lead Teacher** - The lead teacher is responsible for preparing the lesson and teaching it. They should bring all the supplies and equipment that they need.

**4. Assistant Teachers** teach the verse , review games, missions story(if applicable)

**5. Song leaders** - do the songs (make sure your bring the proper equipment)

**6. Snack Coordinator** - oversees the bring of snacks to the club

**7. Helper** - helps overseeing the children. Helps with greeting, sign it/out. May also help with craft and gym time.