

# **JOB DESCRIPTION**

## **Adventure Club Registration Coordinator**

### **DEFINITION**

The Registration Coordinator oversees registration for Adventure Club.

### **PURPOSE**

To ensure each child is put into a small group.

### **RELATIONSHIPS**

- Recruited by the Adventure Club Coordinator.
- Responsible to the Adventure Club Coordinator.

### **TERM OF SERVICE**

Wednesday Evenings; September 26, 2007 – April 30, 2008

### **RESPONSIBILITIES**

1. Prays for the children and workers in Adventure Club.
2. Makes a registration schedule for the year.
3. Instructs registration workers in the placement of children into groups:
  - Keeps groups to 8-10.
  - Balance the number of boys and girls in 1<sup>st</sup> and 2<sup>nd</sup> grades.
  - Places friends with friends as much as possible (if children are in different grades they may be together if the older is willing to go to the younger child's group; or a one time visitor may go into the church child's group if the ages are different).
4. Ensures that the registration table is sufficiently staffed each Wednesday night (at least 2 each night, so one can be a runner).
5. Ensures that each new child is taken to his/her Small Group Leader.
6. Attends AC Leadership meetings called by the AC Coordinator.

### **QUALIFICATIONS**

1. Is a committed Christian with a Christ-honoring lifestyle.
2. Attends worship weekly.
3. Possesses a love for children.
4. Meets the screening requirements.

### **ADVENTURE CLUB COORDINATOR:**

Chris Sarros  
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