



## **Club Coordinator Job Description**

### **The Club Coordinator has three primary responsibilities:**

- To organize your club by helping recruit counselors and ensuring that they are trained, developing a club schedule and annual calendar, developing and overseeing the club budget, order supplies, and ensuring that the club operates smoothly – fulfilling all membership/partnership requirements for being a club. Membership/partnership requirements include: annually collecting and forwarding dues to the Service Center, ensuring that an annual offering is collected and forwarded to the Service Center, and annually providing the GEMS Service Center with an updated counselor list.
- To serve as an effective team leader by fostering the development of warm, caring, supportive relationships among counselors. Recognizing that faith is more often caught than taught, it is critical for GEMS counselors to model dynamic faith walks themselves – loving and caring for one another.
- To support parents in their role as the primary faith nurturers of their children. This is done by ensuring that on-going communication takes place between the club, its counselors, and parents, and by hosting events that create opportunities for families to make memories and grow their faith together, i.e. father-daughter nights, mother-daughter banquets, etc.

### **Club Coordinators follow these steps to accomplish the above:**

1. Establish for counselors and review periodically the mission of GEMS Girls' Clubs. Understand that the mission of GEMS Girls' Clubs includes two equally important components:
  - Evangelism - to bring girls into a living relationship with Jesus Christ.
  - Discipleship - to teach girls how to grow in their Christ-likeness - to act justly, to love mercy, and to walk humbly with our God.
2. Determine the number of girls that you expect to attend.
3. Determine the approximate number of counselors that will be needed (one counselor for every six to eight girls).
4. Recruit counselors - ask them to join the team! Remember: personal invitations work best!

5. Determine the money that will be needed to operate club and how it will be generated. Prepare a draft of a club budget. Develop plans for fundraising, if necessary. Submit Club Budget to church's or organization's leadership if required and/or as a matter of record and accountability.
6. Order club curriculum for club, new theme materials, catalogs, child and counselor protection guidelines, and other promotional and training materials to share at organizational meetings for counselors. (Catalogs and order forms are available at no cost from the Service Center; online order is also available at The Store)
7. Prepare a draft of your club's annual calendar including club dates, special event dates, dates for all counselor meetings/gatherings, and dates of counselor training events offered locally and internationally.
8. Solicit funds and arrange for all counselors to attend training opportunities available through GEMS: area-wide fall and spring workshops, Regional Retreats, and the Annual Counselors' Leadership Conference. (See the Training Counselors section of the Club Coordinator guide for more information.)
9. Prepare for and conduct the first organizational meeting of counselors to include a variety of team building activities.
10. Plan an exciting opening night.
11. Complete ministry requirements for active club status:
  - Return Subscription Renewal Forms for SHINE brightly and Sparkle magazines to the Grand Rapids Service Center by August 1st. (Adjustments to an order may be made at any time after that date.)
  - Return corrected and updated copy of the Counselor List to the Service Center by September 30.
  - Collect club dues and send to Service Center by November 15.
  - Meet with the leadership of the church or Christian organization and ensure that an offering is scheduled for NEXT YEAR for the international ministry of GEMS Girls' Clubs and the Form for Scheduling Annual Offering is completed and returned to the Service Center by November 15.
  - Ensures that this year's annual offering is sent to the Service Center before December 31.
12. Keep counselors well equipped with supplies throughout the year and remind them that they may order materials directly from the Service Center at any time. (Catalogs and order forms available at no cost from the Service Center; online ordering is also available by visiting The Store.)

13. Conduct regular counselor meetings and relationship-building gatherings for the purpose of growing together as counselors and sisters in Christ.
14. With counselors, discuss becoming a Sister Club to a cross cultural, needy club or a club in a third world country.
15. Keep parents informed throughout the year of your club's activities and invite their participation in club.
16. With input from counselors, plan and conduct special "family events" like mother teas, father-daughter fun nights, adopt-a-grandparent night, etc.
17. With input from counselors, plan and conduct special badge award ceremonies.
18. With a pastor and other counselors, plan and organize a GEMS Sunday Service.
19. Plan and host a special closing night celebration for girls and a year-end celebration for counselors.
20. Attend Annual Counselors' Leadership Conference with counselors. (See the Training Counselors section of the Club Coordinator guide for more information.)
21. Pray regularly for the girls, the counselors, the parents of the girls, and the international ministry of GEMS Girls' Clubs.