**Club Impact Coordinator**

30%- School to Club Connection (approx. 11:00am to 1:30pm, flexible)

 1)Serve as school liaison (attend 504/IEP meetings as requested, etc)

 2)Work with counselors and other school officials as needed

 3)Communicate individual member needs to staff and progress to parents

30%- Supervision (approx. 2:15pm to 6:15pm, daily)

 1)Greet, check in, supervise various programs as needed

 2)Get to know parents and oversee strong communication practices

 3)Assist with calendar of events and needs/communication

25%- Organizational (as needed, daily/weekly)

 1)Resource Development (fundraising, events, donor cultivation)

 2)Supplies (online and phone orders, shop as needed, building maintenance needs

 3)Rentals (approve, open and close, checklists, or delegate)

15%- Other duties as assigned (The best part about our club is that we evolve.)

Contact CEO, Chad Hudson, for more information at chudson@bgchc.com