

## **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](mailto:chudson@bgchc.com)