

TMK Coordinator Job Descriptions

Each class consists of 38 moms, 15 of whom serve as coordinators. Coordinators involved in set up are expected to be at class *at least 15 minutes before the class begins in order to set-up*. We can make some exceptions if necessary. Certain coordinators are required to attend the coordinator meetings (generally in September, October, December, January, March & April). *If you cannot attend a meeting for some reason, please let the program coordinator know in advance.*

CLASS ADVISOR

- Must be a member of Grace Community Church and is required to attend coordinator meetings.
- Supervises set-up & clean up, therefore, must arrive at least 15 minutes before class.
- Works with all coordinators to ensure program runs according to schedule.
- Serves as liaison with program coordinator.
- Sends out weekly reminder email to class (except for outings week)
- Helps other coordinators learn their jobs as needed.
- Helps out wherever needed if another coordinator needs assistance or finds replacements for absent moms with responsibilities in class.
- *Someone who has served as a coordinator in the past should do this job.*

Moms' Coordinator

- Must be a member of Grace Community Church and is required to attend coordinator meetings.
- Must arrive at least 15 minutes before class begins in order to set up.
- Coordinates speakers for Moms' time with Program Coordinator's approval.
- Organizes a "Thank You" gift to be given to guest speakers.
- Keeps track of absent moms to ensure they are up to date with information & handouts.
- Follows up on absent moms who have not called in their absence.

- Facilitates the weekly moms' time.
- *Moms' coordinator must be present during moms' time and may need to help or take over the class advisor position if she needs help or is absent from class.*

WELCOME TABLE/FIRST PLAY COORDINATOR

- Monthly meetings are not mandatory.
- Must be at class NO LATER than 8:45.
- Sets up welcome table (creativity is encouraged per monthly themes.)
- Sets up first play area.
- Makes sure welcome table and first play toys are properly put away at the end of the class.

LESSON COORDINATORS (2 MOMS) *(a.k.a.: Teachers)*

- Must be a member of Grace Community Church.
- Coordinator meetings must be attended by at least one Lessons Coordinator.
- Must arrive at least 15 minutes before class begins in order to set up.
- Coordinates and teaches, together with the other lesson coordinator, the planned weekly lesson to the kids.
- Informs the moms of the lesson's content so that the moms can reinforce the lesson at home during the week. (this is a 2 minute update done during moms time or good-bye circle)
- Organizes and notifies moms/kids of scheduled responsibilities (i.e. flag salute, prayer, special child.) Try to have ready for week 1.
- Emailing responsibilities are moderate.
- Needs to spend time each week reviewing lessons for the month ahead.
- *The lessons coordinator needs to be present during child's lesson time and therefore will miss part of the moms' time each week.*

MUSIC COORDINATOR

- Must be a member of Grace Church.
- Required to attend coordinator meetings.
- Must arrive at least 15 minutes before class begins in order to set up.

- Leads opening songs with moms and kids, i.e. class song, special child, etc.
- Leads music time with short lesson each week.
- Arranges for special music demonstrations and must submit names of participants for program coordinator approval.
- Organizes a “Thank You” note and gift to be given to guest speakers.

ASSISTANT MUSIC COORDINATOR

- Monthly meetings are not mandatory but may be helpful. Must attend if music coordinator cannot.
- Play piano or guitar.
- Helps Music coordinator in any area she might have a need.
- Assistant music coordinator will lead music time if the music coordinator is unable to be at class.

PLAYTIME COORDINATORS (2 MOMS)

- Must be a member of Grace Community Church.
- Monthly meetings are not mandatory.
- Oversees kids’ snack time and reinforce and maintains proper manners for eating.
- Organizes activities and supervises gym time with children. (Activities include practicing walking in a straight and quiet line, free play, handball, jump rope, 4-square, and hopscotch.)
- Not too much advanced preparation is required for this job but will interrupt part of Mom’s time

SERVICE COORDINATOR

- Monthly meetings optional (first one is helpful).
- Must arrive at least 15-20 minutes before class begins in order to set up.
- Contacts moms for moms’ snack (A mom is assigned to bring the snack each week and may bring anything she’d like.).
- Sets up coffee, tea, etc. for moms’ time.
- Contacts moms for kids’ snack and gives instructions at least two weeks in advance.

- Oversees clean up in moms' and kids' snack areas and makes sure supplies get put back neatly. (Playtime helpers should clean up during kids snack and assigned mom cleans up mom snack)
- Keeps snack supplies in order and well stocked.
- Oversees that snacks are set-aside for lesson & assistant lesson and their helpers in mom's time.
- This job requires a moderate amount of emailing.

Asst SERVICE COORDINATOR

- Monthly meetings are not mandatory
- Must arrive at least 15-20 minutes before class begins in order to help set up.
- Fills in for the Service Coordinator if she is absent.

CRAFT COORDINATORS (2 MOMS)

- Monthly meetings optional (first one is helpful).
- Must arrive at least 25 minutes before class begins in order to set up.
- Keeps craft cupboard organized and neat.
- Sets-up crafts each week.
- Supervises craft time.
- Emailing is moderate, some interruptions of weekly craft time with your child.
- Organization and making sure prep is done for crafts each week is Key.

OUTINGS COORDINATOR

- Monthly coordinator meetings mandatory
- Coordinates all class outings (approximately 8 per year) and communicates details of outings to class during moms' time and through emails.
- Is the first to arrive at all outings.
- Provides price information and travel directions for outings.
- Most of this job is emailing.
- Will need to attend to any last minute details necessary for the outing, (i.e. attendance list, tickets).

- Responsibilities include organizing the class on outing days. Remember, TMK is a testimony of Grace Community Church and therefore outings must be an orderly and well-supervised event.

CLASS PHOTOGRAPHER

- Monthly meetings are not mandatory except for the first meeting and also the end of the year graduation-planning meetings. (Typically the April coord. meeting)
- Requires basic photography skills and a 35-mm digital camera.

FIRST WEEK OF CLASS:

- Take pictures of each child
 - Individually with crown (4x6 size, vertical format, for special child certificates, needed week 2. Print and give to Lessons Coordinators.)
 - Individually without crown (for Christmas ornament craft in December)
 - Child with mom (needs to be printed for *Look At Me* craft on week 3 of September)
- Must prepare pictures for graduation slide show (may use PowerPoint) and Yearbook.
- Needs to bring camera and take pictures every week. (These photos may be made available through an online photo service. This is not a necessity but has been found to be helpful.)
- The Master's Kids will provide processing costs for any necessary printed photos.