



A Early Childhood Development Center
230 W. John Street, Matthews, NC 28105
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www.cosministries.org

September 2009

Title of Position: Adult Program Coordinator (Volunteer Position)

Number of Hours: Quarterly schedule - Approximately 4 – 6 hours weekly

Report to: Development Coordinator

Job Description: The person will oversee the implementation of all COS “U” Adult Programs that will run for six weeks each quarter on campus. The programs will run from January to May and then from September to November. There will be no programs scheduled for the months of June, July, August and December. The person will also be required to attend the Program Committee meetings during the months the programs are running.

Duties include:

Communicating and coordinating program details including, but not limited to:

- Creating Flyers for programs and distribute locally
- Creating Sign up sheets for staff that want to enroll
- Coordinating with course presenter for needs and confirmation of class outlines.
- Scheduling volunteer babysitters to watch children while the parents attend the workshops.
- Creating Sign/Out sheet for parents in the babysitting area.
- Sending out email reminders to outside (off campus) registrants of the upcoming class.
- Preparing attendee list for each workshop and present it to the facilitator in a timely fashion
- Preparing and summarizing Evaluation Sheets.
- Collecting money for any workshops
- Returning money and evaluation sheets to Development Director as soon as possible.
- Coordinating and overseeing all activities the night of the event.
- Coordinate and Schedule a workshop coordinator to be on campus the night of the workshops

Sending Media:

- The COS “U” Adult Program Coordinator volunteer would be responsible to make sure that media announcements are sent to area churches and newspapers in a timely manner.
- Coordinating Adult “U” events with free ‘upcoming event’ websites throughout the community.
- Exploring and implementing low cost, creative paid advertising opportunities