



EDUCATIONAL OUTREACH COORDINATOR 2023

1.0 FUNCTION

To provide effective and efficient support for the missions and outreach department, specifically in the area of educational outreach. This person will be the connecting point between North Hills Church and Brook Glenn Elementary School. The Educational Outreach Coordinator must be able to represent with authentic agreement the church's positions and explain both the content and the heart in interactions with the church family and those outside the church membership in all ways required as a result of the ongoing duties of the job.

2.0 RESPONSIBILITIES

2.1 SCORE Programs

- Coordinate the year-round Score programs
- Assist the Missions and Outreach department in the recruiting and hiring of staff for Score
- Partner with Brook Glenn Elementary (BGE) staff in recruiting qualified students and registering them for Score programs
- Plan field trips and special speakers, which may include last minute changes and pivots
- Delegate washing laundry, room setup/cleanup, and travel arrangements each day for Score summer
- Provide consistent feedback and communication with the NHC Missions and Outreach team

2.2 Volunteer/Teacher/Family Engagement

- Assist with recruiting teachers and volunteers for all Score programs and events
- Maintain regular communication with teachers and volunteers, including thank-you notes
- Assist in the initial training of new volunteers for Score and other programs
- Partner with parents to keep them informed about NHC programs

2.3 Educational Outreach Growth

- Assist in the planning of new Score year-round opportunities
- Explore other churches that may want a similar outreach program at their church
- Find ways to keep children connected to NHC after they age out of Score (Treehouse, ALIVE, etc.)
- Help bridge the gap between NHC kids and Score kids
- Assist with coordinating outreach community events throughout the year

2.4 Good News Club

- Partner with Ginger Evans and Child Evangelism Fellowship (CEF) in Good News Club (GNC)
- Attend GNC at BGE on Wednesdays from 1-4:00 p.m.

3.0 ACCOUNTABILITY

The Educational Outreach Coordinator is accountable to the Director of Missions and Outreach and will report on all activities on a regular basis or as requested.