

Discovery Site Coordinator Responsibilities

Preparation

- Advertise in your church for adults and teen volunteers. We are looking for loving, fun, positive and energetic volunteers ready to serve! Families are encouraged to serve together. Young adults in high school and college can earn community service hours.
- Make sure that your volunteers have been trained on site procedures and know what is expected of them. We want our volunteers to interact and engage the kids and their caregivers.
- We want to staff site with six adult/teens volunteers for program to run smoothly and efficiently.

On Site

- On Monday pick up keys from Office Manager Johanna or Jennifer Goodman.
- Make sure site is a clean, safe, fun and a positive environment for everyone.
- Kids must receive a complete lunch, one of everything that FCAA has provided, and eat on site. Left overs may be taken off site.
- Adults and volunteers may eat once all children have been served.
- Correctly and accurately fill out and sign FCAA/GVCS log books. Only record first full meal for kids 18 and under. We do not record adult, volunteer or second meals.
- Two SOWAC volunteers must escort kids to the Rec center bathroom and make sure the area is clean before leaving.
- Make sure Rec center and garage doors are locked!
- On Friday give key to Jennifer Goodman.

If the kids are out of control pack up early and leave after FCAA has picked up food and bin.

What's Next?

- Text Amy Queen 240 405 2722 how your day went and meal count.
- Example Text: Kick's Karate came kids enjoyed. Served 40 meal today. Getting low on snacks.