

2024-2025 Role Descriptions

To help Fantastic Fours run smoothly, each mom will be assigned one of the following jobs/roles. Before making your selection, please note: Moms overseeing an area that requires set up are expected to arrive **at least 15 minutes before the class begins** to ensure everything is ready to go for the day. Additionally, some coordinator roles are required to attend planning meetings that will take place 4-5x during the year. If you cannot attend a meeting for some reason, please let our Grace Kids staff know in advance.

MOMS' COORDINATOR: (1)

- Required to attend planning meetings (4-5x during the year)
- Position should be a GBC attendee
- Must arrive at least 15 minutes before class begins for set up
- Coordinates speakers for Moms' Time
- Leads discussions and makes announcements during Moms' Time
- Must be detail-oriented and have strong organizational skills
- Moderate emailing/phone calling
- Must be present during Moms' Time and may need to help or take over the Class Rover position if she needs help or is absent from class
- Attends Dad's Day

ASSISTANT MOMS' COORDINATOR: (1)

- Delivers birthday cards to moms
- Organizes thank-you cards and gifts to be given to guest speakers for mom's time and kid's guests
- Updates Mailbox Tags (over the summer)
- Keeps track of absent moms to ensure they are up to date with information and handouts by collecting crafts and information sheets for moms who are absent (places them in their mailbox)
- Helps Mom's Coordinator with any other necessary tasks

CIRCLE TIME TEACHER: (1)

- Required to attend planning meetings (4-5x during the year)
- Must arrive at least 15 minutes before class begins for set up
- Organizes and notifies moms/kids of scheduled responsibilities (i.e. flag salute, prayer, special child, missionary)
- Facilitates Circle Time: Morning Pledge, Prayer, Calendar, Songs of the Month, Class Song, Special Child, and/or fun activities that pertain to the letter, number or theme of the day, presents birthday boxes, when appropriate
- Attends Dad's Day
- Necessary Fantastic Four's expenses will be reimbursed through GBC

KIDS' GUEST SPEAKER COODINATOR: (1)

- Coordinate Special Speakers for Circle Time
- Must be detail-oriented and have strong organizational skills
- Moderate to heavy emailing/phone calling
- Take care of Thank You cards and gifts for each speaker
- Must attend planning meeting

CENTERS CO-COORDINATOR: (2)

- Must Arrive 15 minutes before class begins in order to set up
- Works together with co-coordinator to come up with appropriate centers for kids
- Most ideas and supplies are available from previous years of FF
- **Responsible for setting up and cleaning up all centers and supplies**
- Attends Dad's Day

ROVER: (1)

- Fills in for those who are absent – may mean doing a different job each week
- A broad grasp of the program is necessary (previous participation in Fantastic Fours is a plus!)
- Attendance needs to be consistent and ability to arrive early is preferred, if necessary
- Helps wherever needed and/or finds replacements for absent moms with responsibilities in class

MUSIC COORDINATOR: (1)

- Required to attend planning meetings (4-5x during the year)
- Must arrive at least 15 minutes before class begins for set up
- Creates playlist and CD for each child to take home (supplies will be reimbursed)
- Leads opening songs with moms and kids (i.e. class song, special child, etc.)
- Arranges special music demonstrations during music time (*coordinate w/ Kids' Guest Speaker mom to prevent double booking on any morning)
- Attends Dad's Day
- Music coordinator may add and adjust music curriculum as her skills and time permit. Creativity is encouraged!

ASSISTANT MUSIC COORDINATOR: (1)

- Assists Music Coordinator in any way necessary
- Leads group if Music Coordinator is absent

SNACK TIME MOM: (2)

- Two moms will serve as snack time aides
- Oversee/supervise snack time: Praying for snack, reinforcing table manners and taking care of clean-up
- Only release the children when recess moms take over
- May need to help recess moms, when needed

RECESS MOM: (2)

- Two moms will serve as yard supervisors
- Supervises playtime by assuring kids are taking turns, respecting other, and lining up
- May be asked to help snack time moms, when needed

SERVICE COORDINATOR: (1)

- Must complete the Grace Baptist Church Kitchen Training
- Must arrive at least 15 minutes before class begins for set up
- Must attend August and April planning meetings
- Creates breakfast/snack sign-up sheet and reminds moms when they are scheduled to bring breakfast/snack
- Ensures moms' & kids' snacks are free of peanut butter
- Sets up coffee, tea, etc., for Moms' Time each week
- Oversees clean up in moms' and kids' snack areas and makes sure supplies get put back neatly
- Helps facilitate Christmas luncheon & graduation with Program Director
- Attends Dad's Day
- All expenses incurred will be reimbursed through GBC for Fantastic Fours supplies

ASSISTANT SERVICE COORDINATOR: (2)

- Must complete the Grace Baptist Church Kitchen Training
- Must arrive at least 15 minutes before class begins for set up
- Contacts moms at least one to two weeks in advance and provides instructions about the **Kids' Snack**
- Keeps snack supplies in order and well stocked
- Ensures all kid's snacks are free of peanut butter
- Helps clean up in moms' and kids' snack areas and makes sure supplies get put back neatly
- Helps facilitate Christmas luncheon & graduation with Program Director
- Helps Service Coordinator wherever needed

CRAFT COORDINATOR: (1)

- All crafts are already designed but do require prep
- Oversees the delegation of craft prep among all the crafty moms
- Required to attend planning meetings (4-5x during the year)
- Must arrive at least 15 minutes before class begins for set up
- Keeps craft cupboard organized and neat
- Buys or orders craft supplies, as needed
- Sets up crafts each week in the upstairs craft room
- All expenses incurred for Fantastic Fours craft supplies will be reimbursed through GBC
- **Starting prep over the summer, before FF starts, is highly recommended**

ASSISTANT CRAFT COORDINATOR: (3)

- Assists Craft Coordinator in the above listed areas
- **Starting prep over the summer, before FF starts, is highly recommended**
- Coordinates with Craft Crew the desired delegation for weekly craft prep (Upstairs/Downstairs, A-F, etc.)
- Must arrive at least 15 minutes before class begins to help set up and **helps with necessary clean up**
- All expenses incurred for Fantastic Fours craft supplies will be reimbursed through GBC

WELCOME TABLE COORDINATOR: (1)

- Monthly planning meetings are not mandatory
- **ATTENDANCE IS CRUCIAL**
- Must arrive each week NO LATER than 8:45am
- Preps the name tags for moms and kids
- Prepares a sign-in sheet for each month to keep track of attendance, tuition and nursery fees; also, creates a homework chart
- Sets up Welcome Table – homework chart, mailbox, weekly homework, & weekly scripture (creativity is encouraged per monthly themes)
- Weekly homework & weekly scripture is already chosen and prepped; must make copies for the group

OUTINGS COORDINATOR: (1)

- Required to attend planning meetings (4-5x during the year).
- Coordinates all class outings (approximately 10 per year); most outings are predetermined
- Writes thank-you notes regarding outings
- Provides price information and travel directions to the moms for outings
- Requires phone calling/emailing to set up outings (may begin planning during the summer)
- Will need to attend to any last-minutes details necessary for the outing (i.e. attendance list, money, stickers for kids, etc.)

- Helps the Teacher organize the class on outing days. As an ambassador of both Christ and Grace Baptist Church, FF outings must be an orderly and well-supervised event
- Submits check request for any fees/costs for outings in advance
- All necessary expenses incurred for outings will be reimbursed through GBC

CLASS PHOTOGRAPHER: (1)

- Requires photography skills and a digital camera
- **FIRST WEEK OF CLASS**
 - Take picture of each child:
 - Individually with crown (for Special Child certificates)
 - Individually without crown (for Christmas ornament craft in December)
 - With mom (for “look at me” craft in Week 4 of September)
 - Take group picture of moms and kids
- Using the group picture, create thank-you cards for the Moms’ Time and Kids’ guest speakers
- Must prepare pictures for graduation slide show (may use PowerPoint)
- Needs to bring camera and take pictures **every week** after first week for the class throughout the year and on field trips
- Sets up and facilitates a “shared” private photo site for downloading pictures (Shutterfly, Snapfish etc.)
- The Class Photographer does not need to be an expert
- All expenses incurred for Fantastic Fours photos will be reimbursed through GBC
- **Must attend graduation-planning meeting in April**
- Attends Dad’s Day

LIBRARIAN: (1)

- Facilitates the FF library
- Arranges the library cart for FF each week
- Checks books in and out on a weekly basis
- Fills out damage report, when needed
- Oversees Scholastic Book Orders
- Labels all new books from Scholastic book orders with proper check out “pocket” so they are ready for circulation
- Responsible for collecting all fines incurred from using the FF library
- Responsible for assuring each FF mom has filled out a library book waiver

Our Grace Kids staff reserves the right to amend/change the positions as needed from year to year. Some positions may be combined or not be used from year to year depending on the class size.