



Primary School Contact Volunteer Position Description

Purpose-

The Primary School Contact Volunteer (PSCV) is the liaison between Dove Bible Club, schools and the parents. Each school will have one PSCV.

Requirements to Apply-

- Register/Renew Annually with Brevard Public Schools as a volunteer
- Register/Renew Registration with Dove Bible Club
- Volunteer for 1 school year
- Have interpersonal communication and servant leadership skills

Monthly Time Commitment-

Approximately 5 hrs. per month

Duration-

1 school calendar year

Scope of Responsibility-

- ◆ Communicate with teachers and parents as needed
- ◆ Keep and bring all materials to each Dove Bible Club meeting (lesson handouts, prizes, snack, microphone, wordless book, laminated scriptures, etc.)
 - At the beginning and end of each school year, you will sign an inventory sheet that lists all of the items given to you that are supplied by Dove Bible Club
- ◆ Adhere to *How To Run A Dove Bible Club Meeting (pg 18 training manual)*
- ◆ Relay updates and information to your School Team
- ◆ Know who will be volunteering at your school and when
- ◆ Make sure students are picked up and dropped off according to Dove Bible Club's standard
 - Students cannot just leave a meeting without their mode of transportation home being confirmed (being signed into after school care, picked up by authorized persons, walking or biking home, etc.)
 - Preferably, the PSCV will stay at the school until every student has been picked up. If you are not able to stay, then you must confirm with someone on your School Team that they will be able to stay to ensure all students are dismissed properly.



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- ◆ *****Complete***** the Dove Bible Club School Report Form the same day as the meeting. The form should be completed **online**. (In certain cases, a paper form will be accepted. Take a picture of the **paper form** and **send** the form to your **Area Support Volunteer** via **text message** or **email attachment**)

 - ◆ Contact parents and reminding them who's scheduled to bring snack or getting snacks from your local Dove Bible Club Office.

 - ◆ Give assistance, guidance, and encouragement to the volunteer who will be teaching the lesson, if needed, and answer any questions they may have.

 - ◆ Attend the Volunteer Training

 - ◆ Serve on the End Of Year fundraising event committee.

Please Note: Any written content unique to Dove Bible Club **cannot be copied or reprinted for commercial gain or profit. Permission for use outside of Dove Bible Club will be given upon request by Loretta Dozier, President. **

How to Apply: Fill out Primary School Contact Volunteer Application



Dove Bible Club

Primary School Contact Volunteer Application

Date: _____ **Phone Number:** _____

Name: _____
first last

Email: _____

Position I Am Applying For: Primary School Contact Volunteer

1. How long have you volunteered with Dove Bible Club? _____
2. What volunteer position(s) have you served in at Dove Bible Club thus far?

3. Have you read the job description for the position you are applying for?
___Yes ___No
4. Based on the time commitment given in the job description, do you have enough time in your schedule to commit to this position?
___Yes ___No
5. Based on the requirements given in the job description, will you be able to meet the requirements for this position?
___Yes ___No
6. Please list any positions and/or skills that you have that would indicate you would be able to serve in the Area Support Volunteer Position *or* you can attach a resume with this application.

For Official Use Only-Dove Bible Club Office

Date Form Received: _____
Received By (Print Name): _____
Received By (Signed Name): _____