

Registration and Key Coordinator



You'll think ahead to make sure an adequate number of keys are available, that the order for next quarter has been sent, and that registration records are up-to-date and organized.

To enjoy your role and be wildly successful as a Friends Registration and Key Coordinator, it helps if you

- communicate clearly and easily with people,
- pay close attention to details,
- are organized,
- enjoy managing processes,
- feel comfortable asking for help if you need it,
- meet deadlines with a cheerful spirit,
- enjoy working with children and those who serve them,
- are flexible and fun,
- rely on God for guidance and perspective, and
- model God's love in everything you say and do.

Responsibilities

As Friends Registration and Key Coordinator, you'll be responsible for

- monitoring and ordering Friends keys and key chains,
- keeping an eye on the current and upcoming calendars so you know what keys you'll need,
- stocking keys that will be needed for upcoming weeks,
- ensuring that kids receive keys in a timely manner,
- enthusiastically supporting the program and its staff, and
- praying for those whose lives are touched by Friends.

Related Interests

You'll enjoy serving as a Registration and Key Coordinator if you enjoy any of the following activities:

- organizing programs and ministries or
- managing people.



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