

Church Name/Logo

Volunteer Job Description

ATTENDANCE COORDINATOR

Written/Revised: DATE

Overview: The Attendance Coordinator helps the youth ministry accomplish its mission: (insert children's/youth mission statement in italics). If there is no working mission statement, move immediately to the instructions in the following paragraph.

The Attendance Coordinator tracks attendance at all children/youth events.

Responsibilities:

- Put in place an attendance tracking process for each event.
- Maintain accurate attendance records on a weekly basis.
- Collect attendance numbers from the volunteers/staff overseeing the various children's/youth ministry programs.
- Present overall attendance reports presented monthly to each children's/youth ministry staff member for their particular age group.
- Alert the appropriate staff person when a child/youth is not present for a period of 2 weeks or more at a children's/youth ministry program (such as Sunday School), so that follow-up can be made with that child/youth and their family.

Relationships: The Position Title is part of a # -person team which reports to _____

Time Commitment: 1-2 hours per week

Preferred Skills and Gifts: Organization, ability to work with spreadsheets or attendance tracking software

Resources and Training Provided: The children's/youth ministry staff provides coaching and support.