

## **JOB DESCRIPTION GUIDELINES**

### **Christian Service Program Moderator Essential Job Functions**

- Coordinates and supervises year-long Christian Service programs which involve students working directly with those of the wider community in need of help, as well as such activities as the collection of food, clothing and other items needed by others
- Insures that Christian service activities are in accord with Church teaching
- Helps locate and supervise agencies at which students can perform their service
- Assists in the articulation of school wide service projects as they become available
- Assists class and club moderators in identifying worthwhile and plausible service projects for their groups
- Keeps records of students involved in the above projects for the purpose of verifying appropriate levels of the High School Christian Service Awards given by the school each spring
- Makes arrangements for the Christian Service recognition at the honors assemblies

