

POSITION DESCRIPTION
SUPPLY COORDINATOR-
Faith Roots/Crosswalk

Hours: Part Time (15 Hours/Week – Monday – Friday) Non Exempt

Salary:

Reports to: Faith Roots/Crosswalk Coordinator(s)

- Works with Program Coordinators and Teachers to have all materials ready on class day.
- Purchase additional supplies as needed.
- Arrange all paperwork and supplies by location grade and date.

Wyatt Rd. Campus Sunday School (prep for 53 students and 4 teachers)

Pre-K

K – 1

2 – 3

4 – 5

RD Mize Rd. Campus Sunday School (prep for 30 students and 4 teachers)

8:00 hour

Pre-K

K – 2

3 – 5

RD Mize Rd. Campus MidWeek (prep for 55 students and 8-10 teachers)

Drama for:

Pre-K

K -1

2 – 3

4 – 5