

CEF of Cincinnati
Job Description

Title: Fair / Festival Coordinator (part-time)

Employer: Child Evangelism Fellowship of Greater Cincinnati

Immediate Supervisor: Local Director, CEF of Greater Cincinnati

General Responsibilities:

The Fair / Festival coordinator will be responsible for the recruitment, training, scheduling, oversight and evangelism activities of the Greater Cincinnati Chapter's fair and local festivals. The Fair / Festival Coordinator will work closely with the Cincinnati Chapter Local Director.

Specific Responsibilities:

- Recruit new and active CEF volunteers to facilitate scheduled county fairs and local festivals.
- Receive comprehensive training on the primary method of CEF's evangelism teaching method, called the "Wordless Book."
- Assist the Local Director with providing in-person training for volunteers to effectively share the Gospel through the "Wordless Book" method.
- Assure Child Protection Policy volunteer applications are completed.
- Assist the Local Director with conducting face to face interviews and I.D. check with new volunteers.
- Assist with the set-up and tear down of fair and festival booths, supplies and materials.
- Reporting to the local prayer team by sharing needs and victories.
- Other duties related to the fair and festival as assigned by the Local Director.
- Administrative duties would require internet access for emails, phone calls, and other necessary paperwork.

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