



walking with purpose

WPP Admin

Registration

- Maintain Spreadsheet in Excel/Google Sheets: Record names of new registrants, contact info, children's names, applicable course information as new registrations come through email account/SJE office (they can give you a spreadsheet).
 - Make sure total numbers are added correctly with formulas in Excel
- Create group lists when teams are formed (late August/early September).
- Email group spreadsheets to team leaders (early September) and provide hard copy for folders for SGL training meeting.
- After team lists are formed, forward new registration information to coordinators for team assignments. Then contact team leaders with new participant name and contact information, and update team list.
- Update MailChimp with new registration's contact information.
- Create/Print/Cut name tags for all participants.
- Create/Print name labels for all participants' study guides & journals.

Childcare

- Provide needed spreadsheets for childcare for sign in/out at beginning of the year
- Create/Print/Cut name tags for all children.

Connect Coffees/Events

- Keep list of CC guests and children for each CC session (from Google form)
- Create/Print/Cut name tags for guests and children.
- Notify childcare coordinator of number of guests (names and ages) in childcare.
- Keep contact information of all guests on file (Excel & Mailchimp) for future notification of CC's and promotional correspondence.
- Duplicate the guest form in google form for CC/events guests

Other

- Help send Mailchimp messages as needed

| Role | First Name | Last Name | Address | City | Cell Phone | Email | Birthdate |
|---|------------|-----------|------------------|---------------|----------------|------------------------|--------------|
| Director | John | Lee | 10111 1st Street | Lawrence Park | (442) 488-2022 | johnlee@wpp.com | August 02 |
| Assistant Director | Christy | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | christywalker@wpp.com | October 14 |
| Meeting & Afternoon Program Coordinator | Karen | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | karenwalker@wpp.com | January 3 |
| Administrative Coordinator | Michelle | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | michellewalker@wpp.com | February 2 |
| Meeting Hospitality Coordinator | Jan | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | janwalker@wpp.com | May 17 |
| Meeting & Afternoon | First Name | Last Name | Address | City | Cell Phone | Email | Birthdate |
| Meeting 101 | John | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | johnwalker@wpp.com | January 15 |
| Meeting 102 | Christy | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | christywalker@wpp.com | February 10 |
| Meeting 103 | Karen | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | karenwalker@wpp.com | March 05 |
| Meeting 104 | Michelle | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | michellewalker@wpp.com | April 20 |
| Meeting 105 | Jan | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | janwalker@wpp.com | May 15 |
| Meeting 106 | John | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | johnwalker@wpp.com | June 10 |
| Meeting 107 | Christy | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | christywalker@wpp.com | July 05 |
| Meeting 108 | Karen | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | karenwalker@wpp.com | August 01 |
| Meeting 109 | Michelle | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | michellewalker@wpp.com | September 15 |
| Meeting 110 | Jan | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | janwalker@wpp.com | October 10 |
| Meeting 111 | John | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | johnwalker@wpp.com | November 05 |
| Meeting 112 | Christy | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | christywalker@wpp.com | December 01 |
| Meeting 113 | Karen | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | karenwalker@wpp.com | January 01 |
| Meeting 114 | Michelle | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | michellewalker@wpp.com | February 01 |
| Meeting 115 | Jan | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | janwalker@wpp.com | March 01 |
| Meeting 116 | John | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | johnwalker@wpp.com | April 01 |
| Meeting 117 | Christy | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | christywalker@wpp.com | May 01 |
| Meeting 118 | Karen | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | karenwalker@wpp.com | June 01 |
| Meeting 119 | Michelle | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | michellewalker@wpp.com | July 01 |
| Meeting 120 | Jan | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | janwalker@wpp.com | August 01 |
| Meeting 121 | John | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | johnwalker@wpp.com | September 01 |
| Meeting 122 | Christy | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | christywalker@wpp.com | October 01 |
| Meeting 123 | Karen | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | karenwalker@wpp.com | November 01 |
| Meeting 124 | Michelle | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | michellewalker@wpp.com | December 01 |
| Meeting 125 | Jan | Walker | 1111 1st Street | Lawrence Park | (442) 488-2022 | janwalker@wpp.com | January 01 |



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WWP Graphic Designer

Connect Coffees/Events

- Design/Create CC invitations 3 weeks before each event
 - Send to FF office to print, then distribute to SGLs 2 weeks before the event
 - Put extras on Welcome desk
- Design/Create monitor ads for the CC/events
 - Email monitor ad to the office two weeks prior to Connect Coffee/event
- Email bulletin announcement two weeks prior to Connect Coffee/event
- Design/Create social media ad for each CC/event
 - Email ad to the WWP Social Media Manager

Other

- Coordination of printing as needed with FF office.
- Distribution of materials/communications through team leader folders as needed.
- Design/Create monitor ads for registration promotion (coordinate with Operational Coordinator)
 - Email monitor ad to office
- Create additional graphics as needed
- Can use any graphic program, most files just need to be a pdf or jpeg (Canva, Illustrator, etc.)
- WWP has a large graphic library you can use





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WWP Childcare Coordinator

The childcare coordinator has a maternal heart and shares her faith by loving, leading and protecting the children of WWP participants during the weekly sessions. She also selects and implements the curriculum for the children's program.

Responsibilities include:

- Create/post ads church bulletin, school, etc.) to hire childcare providers and substitutes.
- Organizes and schedules childcare paid providers. Make sure there are enough providers each week. Contact substitute providers as needed
- Divides children into appropriate groups at the beginning of the year (usually 1-3 & 4/5).
- Facilitates child protection credentials for all childcare providers, in accordance with parish and state laws. (Work with Brenda Smith in the office.)
- Sets up and cleans up the childcare room(s) every week.
- Gathers and maintains toys and materials. Organizes childcare supplies and orders more as needed
- Keep blank copies of timecards in the childcare binder each week.
- Turns in childcare provider timecards weekly/bi-weekly to the office at the end of the morning session
- Makes sure the sign in/out sheet is on the table each week with snack bin, extra clothes etc.
- Email moms before the first session with details about childcare
- Coordinates extra snacks.

Connect Coffees/Events

- Provide guest sign in/out sheet for CC/events
- Contact an additional provider (if needed) for CC/events





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WWP Social Media/Promotions

Registration

- Create/Post to social media about registration
- Create new idea (raffle, etc.) to help promote registration

Connect Coffees/Events

- Post information about upcoming CC/events
- Take photos at CC/events to use on social media & upload photos to the Google Drive

Website

- Update website content as needed (currently use Weebly)
- Add website pages for CC/events etc.

Other

- Create/Post current relevant content to social media throughout the WWP season
 - Reposts from WWP national
 - Can create your own graphics/ads
 - WWP national has graphics to get started
 - Be creative! 😊
 - Can work with the WWP Graphic Designer if you need some new graphics
- Take photos throughout the year to use on social media & upload photos to the Google Drive
- Engage with WWP national, our parish, etc. on social media

