

ROLE: Kids Check-In Station Host

ROLE DESCRIPTION: Serve the Kids Check-In Team on Sunday or Wednesday.

REASON: A first-class check-in experience provides a welcome and safe environment for kids and families at Calvary Church.

REPORTS TO: Kids Check-In Team Leader

Our Mission: Building relationships, seeing Jesus transform lives.

REQUIREMENTS:

- Application
- Regular attendee
- Interacts well with children and adults
- Comfortable with data entry/label printers
- Volunteer training

RESPONSIBILITIES:

1. Check email prior to your week to serve.
2. Serve 1-2 times per month, time commitment 1-2 hours.
3. Arrive early. Assist Team Lead with Check-In Station set-up.
4. Be ready to welcome kids and families 15 minutes prior to program or worship hour.
5. Wear Kids Ministry Volunteer nametag.
6. Greet families; assist with check-in of pre-registered children.
7. Provide welcome to new families: help them register and escort them to program areas.
8. Answer questions; direct families to other resources as needed.
9. Under the direction of the Kids Check-In Team Leader, assist with administrative tasks.
10. Communicate questions or concerns to Kids Check-In Team Leader.

REWARDS:

1. Satisfaction in solving problems.
2. Fulfillment in using technical expertise to help ensure Kid's Check-In equipment and system is working well.

RECOMMENDED GIFTS:

- Service
- Administration
- Helps