

Check-In Volunteer

Purpose/Mission

To be the friendly, helpful segue and information point that all our families and visitors with children flow through to ensure the safety of all children.

Scope of Position

Build relationships with kids and families by assisting all visitors and families through the process of checking in their kids into the wwKids program. Be the wwKids central communication hub. Also as a check-in volunteer team member build relationships with co-volunteers, and help assimilate and train new volunteers.

Position Duties

Be at least 30 minutes early prior to start of Fusion

Greet and welcome each individual family

Direct them to their children's studios/classrooms

Note any changes that may need to be made – misspelled name, wrong grade, etc.

Be knowledgeable about the entire wwKids programs

Know and understand how to place a child into the age appropriate studio. Kids are not allowed to know, communicate and follow the proper check-in procedures (for example, the age appropriate studio or classroom for a child).

Hand out and communicate programs/events that are being promoted by Kids

Stay approximately 20 after Fusion has started to accommodate late comers

Gifts/skills

Smile, good communications skills, friendly, helpful, patient, reliable

Basic computer skills, good problem solving abilities

Serving Dates/Times

Serve a minimum of 2 sessions a month

Approximately 2.5 hours a session

Serve on special occasions (C'xmas eve, Good Friday, Hivemind, the Centre, etc.)

Reports to: Check-In Coordinator

Prerequisites

Engaging Jesus and desiring to shadow God's work

Attend Fusion regularly

Training/mentoring

Complete and pass the Kids Application

Review the volunteer manual with mentor