Children's Check-In
Coach Profile

Working Relationships

- The Coach is a leader of the church who will serve with the Children's Check In Director.
- The Coach is an active member of the church, observing the church values and mission statement.
- The Coach will work in direct relation with the team of volunteers.

Responsibilities

1. Recruit, train, place and motivate a team of volunteers to greet and check in all children from birth to 5th grade.
2. Assume responsibility of scheduling volunteers.
3. Ensure that volunteers are adequately resourced for the service hour (booths are stocked) and that all equipment is set up/closed down properly and all materials are stored properly.
4. Ensure that there is an adult security volunteer at each entrance.
5. Provide first time guests with appropriate information and offer a personal guided tour of the children's building, if possible.
6. Participate in Ministry Rallies and scheduled events such as Fall Festival, Christmas, and Easter.
7. Minister to team, children and parents through prayer, communication and other means.