

Harbor Check-In/Check-Out

Position Type: Volunteer | Supervisor: Children's Ministry Director

JOB OVERVIEW

The Harbor Check-In/Out Team will be in charge of checking in regular attenders and guests as well as checking them out to ensure that kids are safely returned to their correct parent/guardian(s).

RESPONSIBILITIES & DUTIES

- Arrives 30 mins prior to service to turn on all check-in computers and test printers
- Checks in regular attenders and guests
- Inputs new families into the system with all necessary information
- Stays at check-in station until 10:25 am
- Returns to check-in area prior to the conclusion of service to check-out families
- Reports to Children's Ministry Director
- Commitment: minimum of 2 Sundays a month
- Has been a regular attender for 6 months

SKILLS & QUALIFICATIONS

- Friendly, warm and welcoming presence
- Knowledge of check-in system and procedures
- Can troubleshoot technical issues
- Able to remember faces and names
- Has an awareness of social cues from parents and children and adjusts interactions accordingly
- Can pass a background check