

KKM Child Safety & Check-In Team Member

Co-op Mission: Partner with parents to raise up the next generation of heroes in the faith.

Weekend Vision: To be the BEST HOUR in every family's week!

The Safety & Check-In Members is someone who greets and welcomes families as they arrive at the Kreek Kids Check-In Center. Their primary responsibility is to help implement safety and check-in procedures in our KK program, 0-5th grades.

Commitment: Rotating Schedule – Choose One: One or two services per month

Tasks:

To welcome families and help sign children into their classrooms safely using an online database and computer system.

To provide families with guest, KK events and information flyers upon arrival.

To implement Check-In Basics (Give Me Five! Posted in Check-In - review regularly)

On rare occasion, be willing to be a substitute helper or classroom supervisor if needed.

To share safety issues or Check-In concerns with the Check-In Director.

Upon leaving, set up Check-In area with correct signage for the NEXT service.

To text KK or Check-In Director when restocking of name labels and supplies are needed such as:

- Registration Cards, Labels
- Name Tags, Pens and Supplies
- General First Aid and Safety Items

To attend Kreek Kids training and team building activities.
(Activities usually held 2-4 events a year)

KKM Transition Team Leader ONE Check-In Team Member Needed Weekly

Co-op Mission: Partner with parents to raise up the next generation of heroes in the faith.

Weekend Vision: To be the BEST HOUR in every family's week!

A TL is a growing believer who has been given the spiritual gifts of hospitality, helps, administration and/or encouragement. They are the 'Go-for' or 'Get it Done' person on our Check-In Team for a designated ministry time frame; Saturday or Sunday.

Commitment: Rotating Schedule – Choose One: One or two services per month

Tasks: To set a positive example for others by living your best personal witness of Christ.

To take a 'First Impressions' look at the Check-In Center...Is simple correct signage for SAT or SUN displayed? Is the area neat and tidy? Are there any visible safety issues in any classroom including nursery and upstairs?

To welcome and help encourage teachers, helpers, parents and children as they arrive. This position helps set the stage for a smooth transition time between services.

To help with Check-In, serving food (Saturdays only) and at times may be needed to help troubleshoot any material needs in select department.

To check and help monitor volunteer-to-child ratios in each department (posted on each clipboard and on KK Basics in each classroom).

Helps switch staff around to help insure we meet this safety standard if needed.

On occasion, is willing to be a substitute helper or classroom supervisor if needed.

To take Sign-In Clipboards and supplies needed to correct classrooms before leaving to service.

To make sure to set up Check-In tables for the next SAT or SUN service.

Collect all sign in sheets (including nursery) and fold vertically together and place in mailbox after 2nd service.

To pray regularly for the KK ministry team.

To attend Kreek Kids training and team building activities.
(Activities usually held 2-4 events a year)