

# Check-In

## PENINSULA COVENANT CHURCH CHILDREN'S MINISTRY

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### **DESCRIPTION:**

The Check-In role is to greet and assist families with checking their child in for program. This role is also in charge of problem solving when tech errors/malfunctions occur; such as bringing out clipboards to collect child info, name tags, pens and sharpies.

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### **GOALS:**

#### **KNOW THE EQUIPMENT AND PROBLEM SOLVE**

- Be welcoming: Greet families and kids, let them know you are happy to see them.
  - Know what to do: Have enough familiarity to navigate the Check-In station.
  - Think fast: Be quick to pull out clipboard sign-in sheets, name tags, pens and sharpies in case a malfunction occurs.
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### **RESPONSIBILITIES:**

#### **HERE ARE THE WEEKLY RESPONSIBILITIES OF THIS ROLE**

- Reach out to staff before hand if you need any training on the equipment.
- Arriving 15 minutes before gathering you are serving at to make sure all tech is set as needed.
- Make sure Check-In box is stocked with back up clipboard sign-in sheets, name tags, pens and sharpies. Notify Children's Director if it is not.
- For new families have them fill out **ALL** their info on the clipboard; first and last name of child and guardian, child's age, grade, and medical notes, guardian phone number and email.