



Volunteer Job Description

CHECK IN HOST

Check in Hosts are the face and frontline of Corbett Kids ministry. They are leaders and may be the first people that kids see, and may be the only leaders that families see on a Sunday morning. Check in hosts are warm, welcoming, enthusiastic and relatable. It is important that the check in hosts are quick thinkers and computer smart.

Responsibilities and expectations:

- Arrive 30 mins before scheduled shift and meet in the auditorium for team prayer.
- Ensure that Corbett Kids lobby and check in counter are neat and tidy.
- Retrieve tote bin from Elementary kids area with computer/ printers etc.
- Turn on and connect computers, iPads, and printers. Familiarize yourself with the online check in software and parenting paging system.
- Register new families and make sure families feel welcomed. Explain check in and check out procedures, as well as basic safety protocol. After registering please walk families and kids to their environment and introduce them to the leaders. Answer any questions and direct them to the coordinator if needed.
- Check in returning families and update family profiles as needed.
- It is your responsibility to make sure that all kids receive and wear appropriate name tags, parents receive and keep parent ticket, and leaders ONLY are in the ministry environments during services. In order for anyone to pick up kids - they MUST present a parent ticket.
- Page parents during service as necessary.
- Check on classes throughout service and offer assistance if needed.
- Count children in each environment and ensure numbers are correct online, including leaders and junior leaders.
- Update coordinator when supplies are needed (printer labels, pens etc).
- Pack up the desk at the end of service. Put electronics in the tote bin and bring it back to the elementary area and empty garbage.



Volunteer Job Description

Nursery Leaders

Our Nursery team is with children ages under 2. This is a warm environment where children need to feel loved and safe. Leaders in this room are encouraged to pray for each child as they spend time with them. Pre K team members should be loving, kind and patient. We need to prioritize showing and teaching the kids that Jesus loves them.

Responsibilities and expectations:

- Arrive 30 mins early and meet in the Kid's Room, downstairs, for team prayer.
- Move furniture & toys into the nursery area and ensure the music is working.
- Oversee and participate in play time with the kids.
- Pray over each child as you play or hold them.
- Meet the needs as parents give permission (changing, naps, parent provided snacks).
- Stay until all children have been picked up.
- Pack up furniture and toys, and move them back to the storage closet.
- Sweep floor and empty garbage.
- Update coordinator when things need to be replaced (toys, broken items, etc)



Volunteer Job Description

PRE- K LEADER & ASSISTANT

Our Pre- K team is with children ages 2-4. This is an exciting environment filled with toddlers that love to play and learn. There is play time, as well as teaching and storytelling via an interactive video. Pre K team members should be engaging, fun, and patient. We need to prioritize showing and teaching the kids that Jesus loves them.

Responsibilities and expectations:

- Arrive 30 mins early and meet in the auditorium for team prayer.
- Move toys into the Pre- K area and ensure the video is working for the teaching time.
- Prepare during the week before your scheduled shift- leaders should be familiar with small group materials and be ready to lead the small group with enthusiasm.
- Oversee and participate in play time with the kids.
- Transition kids from play time to the teaching video and then to memory verse.
- Hand out colouring sheets.
- Stay until all children have been picked up.
- Pack up materials and toys, and move them back to the Elementary kids area.
- Sweep floor and empty garbage.
- Update coordinator when things need to be replaced (markers/ paper, etc)



Volunteer Job Description

ELEMENTARY LEADER & ASSISTANT

Our Elementary team seeks to teach kids about Jesus in age appropriate ways and use different mediums to engage a child's ever growing mind. Each team member should be engaging, fun, and well prepared. Leaders should be able to facilitate questions and conversations with Elementary kids, and provide a safe and loving environment to do so. Our Elementary team needs to prioritize being inclusive and showing the kids that Jesus loves them and wants a relationship with them.

Responsibilities and expectations:

- Arrive 30 mins early and meet in the auditorium for team prayer.
- After prayer, ensure the classroom is ready, and the video is ready to play in the small group space.
- Prepare during the week before your scheduled shift- leaders should be familiar with small group materials and be ready to lead the small group with enthusiasm.
- Elementary team members should be warm, welcoming and ready to interact with kids as they arrive. Get to know new kids, and reconnect with returning kids.
- Encourage other team members in the room to interact and engage with the kids
- At 10:15 it is the leader's responsibility to take their assigned age group to their small group room to start the lesson.
- Leaders will be responsible for playing lesson video in their assigned classroom.
- Stay until all children have been picked up by their parents.
- After service please ensure the rooms are tidy. This includes tidying up toys, emptying garbage, and tables are clean.
- Update coordinator when supplies are needed.