

RivKids Service Lead

Primary Area of Focus - RivKids

Updated - 4/3/24

7 hours a month

Rules of Engagement

- Reports to RivKids Volunteer Coordinator
- Skills specific to the position
- Maintain high attention to detail and value of organization
- Always be looking for opportunities to serve others as well as the Church at large
- Be welcoming and helpful to new families
- Serving 2 Sundays a month from 8:30 am-noon

ROLES.	RESULTS. What does success look like?	RESPONSIBILITIES. What actions produce results?
<ul style="list-style-type: none"> • RivKids Service Lead 	<ul style="list-style-type: none"> • RivKids is executed with excellence as prescribed for every weekend service • Kids in attendance are safe and accounted for • New families are tended to in a welcoming manner • Volunteers have clear direction as to where they are serving • RivKids safety and security policies are upheld consistently • There is an easily identifiable RivKids leader during weekend services 	<ul style="list-style-type: none"> • Arrive prior to services to set up classrooms, registration space, and other equipment - use the checklist as needed • Train new volunteers according to RivKids' training procedures, using the appropriate materials • Work closely with volunteer check-in person to ensure classrooms are staffed adequately for safety and security • Check in with classroom frequently to ensure policies are upheld, address needs, and make sure we are executing functions well • Have a general knowledge of everything going on venue-wide so that people can be pointed in the right direction • Know where backup supplies are located (name tag rolls, craft supplies, curriculum, etc) • Wear and use the walkie talkie radios - be reachable at all times • Frequently check in with registration desk workers and escort new families to their classrooms and main lobby when possible and make them feel welcome. • Make contact with the RivKids security worker so they know who is leading RivKids that weekend • Be familiar with Classroom Manager, Plex, content on classroom iPads, and general classroom routines. • Oversight of NextGen volunteers to ensure they are serving well • Make decisions about moving volunteers and closing classrooms as needed.