

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