

REO Town Venue RivKids Operations Lead

Primary Area of Focus - RivKids
 Updated - 3/2/2023
 Employee Name - To Be Determined

Rules of Engagement

- Reports to RivKids Director
- 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

ROLES.	RESULTS. What does success look like?	RESPONSIBILITIES. What actions produce results?
<ul style="list-style-type: none"> • REO Town RivKids Lead 	<ul style="list-style-type: none"> • RivKids is represented well at REO Town • RivKids is integrated into the big picture • Engaged volunteers showing up as scheduled, ready to serve. • Well-supplied, tidy, maintained classrooms • Well-trained, confident volunteers. • New volunteers coming in regularly. • Gospel goes out to kids who are excited to attend RivKids in a safe environment 	<ul style="list-style-type: none"> • Connect RivKids to what's happening in the rest of REO Town venue • Serve as the voice of RivKids at REO Town. • Recruit, train, and schedule volunteers • Proficient use of Planning Center Online • Inventory, stock, and rotate classroom supplies regularly (toys, equipment, classroom supplies, etc.) • Communicate effectively with volunteers, staff, and parents • Maintain a calm, positive presence during weekend services as the staff representative of RivKids at REO Town
<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

RIVERVIEW CHURCH MINISTRY ACTION PLAN

		<ul style="list-style-type: none">• Be familiar with Classroom Manager, Plex, content on classroom iPads, and general classroom routines.• Oversight of NextGen volunteers to ensure they are serving well
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GOALS (Specific/Measurable/Achievable/Relevant/Time-bound)