

dawson kids Greeter Job Description

Title

dawson kids Greeter (Children)

Purpose

The **dawson kids** Greeter is a Christian adult who welcomes children and parents to the dawson kids area, greets and familiarizes visitors with area, and monitors for safety in the hallway. Their ultimate goal will be to help children be **confident in Christ**.

Responsible to

Minister of Children

Description of duties

♣ **Read and abide by both the dawson kids Investor Manual and Dawson's Emergency Action and Response Plan .**

- ♣ Commit to be present each Sunday morning, or Wednesday night scheduled.
- ♣ Be present at **dawson kids** Greeter stand 15 to 20 minutes before scheduled activities; remain until last child has been picked up.
- ♣ Enthusiastically & warmly greet each child and adult coming into hallway and **walk each guests to their new classroom.**
- ♣ Help enforce the security tag procedure. If you see a 1st-2nd grader coming in the hall by themselves, stop them and find a parent to check them in. Help remind 1st-2nd Grade parents they **MUST** check in their child and get a white security label. They **MUST** also have the corresponding tag to pick up their child. **NO CHILD WILL BE RELEASED TO AN ADULT WITHOUT THE TAG!**
- ♣ Sunday morning greeters need to collect attendance sheets and turn them in to Sunday School Office. If a visitor check in at the dawson kids greeter desk the greeter needs to make sure a visitor information card is filled out. The greeter will write a note to the child and tell them we are glad they visited.
- ♣ Assist teachers with copies and in case of emergencies.
- ♣ Regularly walk through hallway monitoring the classrooms and maintaining security.
- ♣ Follow all established safety and security guidelines for children's ministry programs, including submitting to the church's policies on screening, background checks, safety training, etc.

Greeter MUST be in place 15 minutes before their assigned time and be present during the entire assigned time.

Time requirements

Most **dawson kids** greeters spend one/two hour in their greeter post.

Term

One year

Qualifications, skills, and gifts

- ♣ A strong and growing personal commitment to Jesus.
- ♣ Strong interest and belief in the value of Christian education for children.
- ♣ A heart, passion, and love for children and their families.
- ♣ Committed to values and vision of the church and of the children's ministry.
- ♣ Friendly and warm
- ♣ Enthusiasm.
- ♣ Ability to work with other volunteers in a team environment.
- ♣ Dependable

Benefits to the Worker

Get to know the children and parents of the dawson kids ministry. Be one of the first people to greet visitors.

I have read and understand the job description of a collide greeter. I will do my best to serve faithful and complete all the duties of the role of Sunday School Investor.

Signature of Investor

Date

Print Name