# JOB DESCRIPTION



### TIME COMMITMENT

- one sunday a month
- before worship service
- approximately 8:00-9:00am

## KIDS CHECK-IN

- plug in name tag printer
- turn in ipads
- print a test tag





## **GENERAL TASKS**

- take pictures of the rooms before moving items
- clear space for our items to be set up
- put toys and rugs in pre-k and nursery rooms
- make sure snacks and supplies are out

## **ELEMENTARY ROOM**

- move tables and set up chairs
- set up computer and speaker
- put out game items around the room





## **ELIGIBILITY**

- anyone of any age
- regularly attends church services
- friendly and flexible

## **SCHEDULING**

- let us know in advance of weeks you'll be gone
- if you will be gone try and switch with someone
- if no sub can be found contact Ms. Jennifer





## PROCESS FOR VOLUNTEERING

- fill out an application/background check form
- meet with Ms. Jennifer for training
- begin making our kids ministry possible