



ADVENTURE KIDS

Check – In Helper Job Description

Check- In helpers Vision

Check – In helpers will be the first person to greet new families come in contact with and therefore we want to present ourselves in a pleasing manner. Check- In team members will want to have a joyful disposition, with a satisfaction in helping others.

Check- In Role

Check – In Helpers will assist new families in checking in for the first time. They must have a basic working knowledge of our check-in system and general internet browsing. Due to the level of demand for data entering they must be proficient at filling out online forms. Having a basic level of technical knowledge is a necessity due to the fickle nature of digital technology. Check – In helpers will open and close out Sunday services using the checklist provided to them in order to complete the process without missing a step.