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**Position Title:** Greeter

**Hours/week:** part-time (2 services per weekend; 2-4 weekends per month)

**Reports To:** Campus Kids Ministry area leader

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**PRIMARY RESPONSIBILITIES:**

- Arrives 45 minutes before the event/service begins to cover the front desk during Huddle Time
  - Clears Greeter desk, ensures ready supply of New Family Forms and extra rolls of blank guest tags, checks iPads, fills printers
  - Warmly greets each family as they arrive
  - Responds to guest requests and questions
  - Enters new families into Rock following specific Rock Greeter instructions
  - Informs parents they will be texted if their child needs them.
  - Makes sure families know to return with Claim Tag to pick up their child(ren)
  - Walks the families to the appropriate classrooms or asks a staff member to do the same
  - Locks door 15 minutes into service and unlocks just prior to service ending
  - Keeps sliding door closed while classes are in session
  - Completes attendance (children and Ministry Partners) for all classrooms, if necessary
  - At direction of DL, Coordinators or Directors, texts parents of a child who is unhappy or ill via SMS texting. If no response, uses monitor with part of parent's phone number.
  - Remains at desk the entire event/service to aid in any way necessary and provide a welcome face and point of security
  - Assists in the classroom when necessary
  - Writes welcome postcards to new children
  - Does extra projects as directed
  - Ensures the desk is ready for the next service/event
  - Other duties as requested
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**SKILL/ABILITY/KNOWLEDGE REQUIREMENTS**

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A member of Woodmen who supports the church vision and values, contributes time and tithes and adheres to Woodmen's Statement of Faith and policy and belief documents
3. Gift of hospitality and flexibility; a warm, welcoming demeanor; administrative skills a plus
4. Successful completion of background screening (Ministry Safe training and quiz, Colorado Background Investigation (CBI) and Sexual Misconduct Policy (SMP))