

BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Child Check-in Team Leader**

Department: Next Gen

Approved by: Campus Pastor

ROLE

The Child Check-in Team Leader leads a team that provides a simple and secure check-in process for children going into Bridge City Kids.

WIN

The Child Check-in team creates a safe environment by securely checking in kids and relaying important information between parents and Bridge City Kids Teachers.

RESPONSIBILITIES

- Care for Child Check-in Team Members: Pray daily, touch base weekly, meet as needed
- Warmly greet parents and children by name
- Request supplies in a timely fashion and ensure New Guest Bags and Info Cards are readily available
- Train Child Check-in Team in assisting new families in filling out Info Cards and giving out New Guest Bags
- Relay to Bridge City Kids Teachers any information regarding the safety, health, or special concerns of any child
- Refer family information, questions, or concerns to Bridge City Kids Teachers
- Communicate personnel changes and needs to A-team Coordinator
- Schedule Sunday Child Check-in Team Members
- Attend Sunday Huddle on days that you are scheduled to serve

REQUIREMENTS

- Is a mature follower of Jesus, a tithing member of Bridge City Church, family is in order, passion-driven, loves people, and exhibits leadership characteristics of a deacon (1 Timothy 3:8-13)
- Actively involved and supports the vision and direction of the church, participating in church events, special events, ministry opportunities, missions, and moving self and others to discipleship and growth
- Basic computer skills and ability to learn Planning Center and Child Check-in software
- Must be at least 18 years of age
- Must complete applicable clearances and follow policies and procedures as outlined in Next Gen Handbook
- Regularly attend Sunday worship experiences, Connection Group, Leadership Connection, and other church events/conferences

REPORTS TO

BC Kids Coordinator with a dotted line to Campus Pastor