



MP Kids Guest Services Host Job Description

GENERAL DESCRIPTION

The Guest Services Host provides support to the MP Kids team, children, families and volunteers on Sunday mornings.

ESSENTIAL JOB FUNCTIONS

- Arrive 20 minutes before service time.
- Greet families and children as they arrive.
- Orient new families/parents to the drop off/pick up process, paging system and basic information. Walk families to classroom and introduce to teachers and MP Kids staff (if available).
- Keep a record of guest registrations each Sunday. Communicate guest names to Director of Children's Ministry weekly.
- Write encouraging welcome note to new families and deliver to child's classroom for them to take home.
- Provide support in hallways and bathrooms after check in is complete until the end of the service.
- Defer to the MP Kids staff on duty about when to page parents.
- Help to facilitate the pick-up process by directing parents to their child(ren)'s classrooms.
- Put away registration computers as the flow of parents concludes after the 10:45am service (those serving for 10:45 service only).
- Communicate any observations or concerns to the Director of Children's Ministry.
- Participate in Children's Ministry Huddle via email each Sunday.

EDUCATION, EXPERIENCE, SKILLS

- Committed member of the Mission Point Family.
- Able to work well with various types of people.
- Clear communicator.
- Friendly & welcoming.

POSITION STRUCTURE

The Guest Services Host reports to the Director of Children's Ministry.

TIME COMMITMENT

The Guest Services Host will serve Sunday mornings for an entire service.

ACKNOWLEDGEMENT

I have received, reviewed and fully understand the job description for Guest Services Host. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee
Printed Name _____ Date _____

Employee
Signature _____

CC: Original to Personnel File
Copy to Employee