

Preschool Ministry Host Job Description

FLSA Status: **Non-exempt / Hourly**
Schedule: **Sunday (7:30 am - 12:30 pm)**
Reports to: **Preschool Ministry Associate and Minister of Preschool**
Direct Reports: **None**

Job Summary

Serves as the Security Control Captain for Sunday morning programming. This role oversees child check-in and safety procedures, maintaining a safe, and welcoming environment for children, parents, and volunteers.

Relational Expectations

- Cultivates a positive outlook on life and maintains a spirit of gratitude
- Influences others for the church's best interests
- Displays a servant's heart, with the accompanying attitude and cooperation, within all departments of the church
- Professional in communication, timeliness, appearance, attention to detail, and follow-through

Essential Functions

- **Sunday Mornings**
 - **Pre-Service Setup (7:45am arrival):**
 - Prepare technology (computers, cameras, radios, iPads, printers)
 - Review desk folder (attendance, sign-in sheets, procedures, keys)
 - **During Services (9:30am & 11:00am):**
 - Welcome and assist families with check-in
 - Register new guests in TouchPoint
 - Support the parent pickup process
 - **End of Services (after 11:00am):**
 - Power down and recharge tech
 - Return all records, keys, and materials to the desk folder

Qualifications and Skills

- Strong organizational and communication skills
- Ability to maintain focus and detail in a busy environment
- Commitment to child safety and emergency procedures
- Friendly, welcoming demeanor with families and children
- Reliability and punctuality
- Collaborative teamwork with Preschool Associate, Preschool Minister, and volunteers

Work Conditions

- Flex-time role averaging 5 hours per week; active and on-site during Sunday programming
- Ability to lift up to 10 lbs. on a regular basis
- Communication skills using the spoken word
- Ability to see and hear within normal parameters
- Sitting or standing for extended periods of time
- Ability to use the spoken word to communicate with others

Employee Acknowledgment

I acknowledge that I have read this job description, and I can/will perform all my job duties and responsibilities as listed in this job description. This job description reflects the church's assignment of essential functions and responsibilities. Nothing in this job description restricts the church's right to assign or reassign duties and responsibilities to this job at any time. I understand that the church reserves the right to revise this job description at any time.

Employee Signature

Date

Expectation

Setup & Preparation

- Retrieve snacks and drinks
- Set up snack cart

- Update allergy signage
- Prepare monthly birthday wall updates
- Arrive promptly (7:45 AM Sundays, 5:45 PM Wednesdays) and complete setup before services

During 9:30am & 11:00am Services

- Conduct and record headcounts
- Track attendance for monitors and Clubhouse Team
- Manage snack cart and collect offerings
- Ensure secure check-in/out procedures
- Monitor hallways and rooms for child safety
- Greet families and provide assistance with check-in
- Maintain a calm, friendly, and service-oriented presence
- Return snacks to storage after snack time (drinks to refrigerator, purple tub of snacks to Tadpole Kitchen)

After 11:00am Service

- Collect leftover crafts
- Assist with child supervision until all parents arrive
- Return all materials to proper locations
- Support smooth end-of-service transitions and ensure all children are picked up prior to leaving