

# SERVE TEAM RESPONSIBILITIES

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## NEXT LEVEL KIDS BABIES & ONES ROOM LEADER ASSISTANT

### WEEKLY PREPARATION:

1. Manage your schedule through Next Level Connect and communicating with your Coach or Admin Coordinator.
2. Pray for the families and littles that will be attending on Sunday!

### BEFORE SERVICE:

1. Arrive and Check in to obtain yellow volunteer sticker (45 minutes prior)
2. Attend Serve Team huddle (30 minutes prior)
3. Wash your hands.
4. Make sure toys and environment are cleaned and prepped with appropriate supplies. Inform your Room Leader of any missing items immediately.
5. Promptly note and communicate any safety concerns to your leaders.
6. Review and familiarize yourself with safety procedures.
7. Arrange clean floor mats on the floor and place socks or blue shoe covers out.
8. If socks/shoe covers worn outside of classroom, they **MUST** be replaced with clean ones.
9. Put clean sheets on the cribs, wipe down the bars and frame with disinfectant and place a dot sticker on the clean sheets to let others know that the crib is clean. The sheets need to be changed and the whole frame disinfected after each use.
10. Make sure appropriate Service (1<sup>st</sup> or 2<sup>nd</sup>) Clean toy bin is in classroom.
11. Be sure all the toys, games, and videos are arranged in an organized and attractive manner in the appropriate places. Be sure all parts to all toys are together.

### DURING SERVICE:

1. Warmly greet family and child, introducing yourself by name.
2. Ensure the child and parent have their appropriate ID tags during the drop off time.
3. Ask parents and note any allergies, dietary needs, or other care instructions to be aware of. If the child's allergies are not listed on their tag, please let the Experience Team know.
4. Remain engaged through playtime with each child and pray over them.
5. Babies: refer to feeding schedule. Ones: Provide time for snacks.
6. Change diapers and pray over children **15 minutes prior** to service end.



### AFTER SERVICE:

1. Make sure your environment is organized and ready for pick up prior to dismissal time.
2. Ensure children's belongings are placed back in their bags.
3. Greet parents at the door, verify tag match, and **remove child/parent tag**.
4. Provide parent resources (if any) and return belongings.
5. Clean environment and sanitize toys and chairs/swings.

