

# SERVE TEAM RESPONSIBILITIES

## NEXT LEVEL KIDS ELEMENTARY TAKE 2 ROOM LEADER ASSISTANT

### WEEKLY PREPARATION:

1. Manage your schedule through Next Level Connect and communicate with your Coach or Admin Coordinator.

### BEFORE SERVICE:

1. Arrive and Check in to obtain yellow volunteer sticker. (45 minutes prior)
2. Attend Serve Team huddle (30 minutes prior)
3. Make sure your environment is clean and prepped with appropriate snacks, activities and games, etc. If anything is missing, let your Coach know right away.
4. Note any safety concerns and communicate those to your leaders.

### DURING SERVICE:

1. Greet families with a smile! We want parents to feel comfortable leaving their children in our care while they attend service or serve.
2. Introduce yourself to the parent and greet them by name when they return.
3. Participate in the entire service by playing games and maintaining order when behavior challenges arise.
4. Have fun!

### AFTER SERVICE:

1. Make sure the area is cleaned up and ready for dismissal (all games cleaned up; things put away).
2. Facilitate dismissal by greeting parents at the door, verify tags match, and **remove child/parent tag**.
3. Hand out any crafts/activity pages and returning all belongings to parents.
4. Clean environment and sanitize according to procedures.
5. Connect with your team before leaving, sharing wins and feedback with one another!

