

# THE ROLE AND THE WIN

## STUDENT CHECK IN TEAM

**Who do I report to?** Student Experience Coach

**What is the goal of this role?** To guide students and their parents through the check in process lovingly, quickly, and efficiently.

**How do I define the wins?**

1. **Touch someone's heart today!**
2. **See:** Every Student is greeted promptly and with a smile as they arrive on property for a service or event.
3. **Connect:** New students receive necessary information at Check In and are quickly connected to another student and/or leader.
4. **Hope:** Team Members were able to provide student and parents with a seamless check in process that makes them feel right at home!

**How do I reach the wins?**

1. Be upbeat and welcoming as students are arriving.
2. Check in first time students and follow the first-time student standard operating procedure.
3. Be knowledgeable about necessary information being shared and be familiar with the leaders and mentors.
4. Be available for parents with questions and stay up to date on all information about Student Ministry.

**What skills are needed to win?**

1. Passionate about students feeling welcomed and immediately a part of the Next Level Family.
2. Comfortable using an iPad and learning our check in systems.
3. Enjoy interacting with middle and high school students.

**What makes my role valuable to the team?**

The Student Check-In Team Members are the first people students see when they come to a Student environment. This team helps sets a positive tone for their entire experience.

