

Job Description

Title

Growth Track Check In

Purpose

Welcome Growth Track guests to the class and get them checked in as quickly as possible. Provide them with a name tag and introduce them to the room host.

Responsibility

- Check guests into the Growth Track class.
- Register the guests for the Growth Track class if needed.
- Provide the guests with a name tag.
- Introduce the guests to the room host.

Performance Measures

- Guests are being greeted and checked in upon arrival.
- Proper number of check in people available.
- Guests are not standing in line.
- All guests have a name tag.



Time Commitment

Approximately two hours per class

Schedule

Sunday 10:30am - 12:30pm


Training Procedure

Follow the Gradual Release of Ministry Framework

1. Intentional - I do, you watch, we talk
2. Guided - I do, you help, we talk
3. Collaborative - You do, I help, we talk
4. Equipped - You do, I watch, we talk



Check In SOP

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- Report to the event room (30) thirty minutes prior to the start of the class.
 - Ensure your name tag is visible to your guests.
 - Turn on notebooks and set to the check in screen.
 - Test printer to ensure it's working properly.
 - Review the class registration log to ensure there are enough check in people to efficiently check in the guests.
 - Check in guests immediately upon arrival.
 - Check to ensure the guest's personal information is accurate in PCO.
 - Update guest's personal information as needed in PCO.
 - Take photos of the guests as needed.
 - Welcome guests to the class and introduce them to the room host.