

Job Description

Title

Growth Track Room Host

Purpose

Meet the guests as they enter the Growth Track class. Welcome them to the class and let them know we're excited they're joining us. Show them where the refreshments and food/snacks are located. Escort them to a table and introduce them to the table host.

Responsibility

- Meet the guests as they enter the room.
- Make the guests feel welcome.
- Show the guests where the refreshments and food/snacks are located.
- Escort the guests to a table.
- Introduce the guests to the table host.

Performance Measures

- Guests are greeted at the doorway.

- Room host is smiling and welcoming them to the class.
- Guests are visiting with the table host.
- Guests are enjoying the refreshments and food/snacks.

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

Room Host SOP

- Report to the event room (30) thirty minutes prior to the start of the class.
- Ensure your name tag is visible to your guests.
- Review the class material, so they are able to answer questions from the participants
- Know the preferred seating arrangements from the facilitator.
- Position themselves in close proximity to the door so they're ready to greet the participants.
- Invite the participants to the food and refreshments.
- Attempt to fill up the tables to allow connections to be made and no one is sitting alone.
- Introduce the guests to the table host as they bring them to the table.
- Smile.....Smile.....Smile.....