

# Job Description

---

## Title

Growth Track Table Host

## Purpose

To make a personal connection with the guests at their table. To be a resource at a small group level, providing a personal touch point for attendees and facilitating table discussions.

## Responsibility

- Help set-up and tear-down as needed.
- Be willing to assist with any area of the event as needed.
- Connect with table guests upon arrival.
- Nurture a relationship with guests during the event.
- Facilitate breakout table discussions.

## Performance Measures

- Guests are engaged with breakout discussions.
- Rapport is apparent from the interactions in the room.
- Feedback sheets reflect a positive experience.

## 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

## Table 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 FAQ sheet
- Review table host documents to ensure accuracy and completeness,
  - Appropriate class book with filled in blanks.
  - Future class registration forms.
  - Class specific documents
- Evaluate table to ensure there are materials such as,
  - Pens
  - Note pads
  - Kleenex
  - The proper class book is placed on the table for each chair.
- Introduce yourself to the guests as they arrive.
- Introduce your guests to each other as they are seated at your table.
- Make guests feel welcome and important.
- Make small talk as an icebreaker until the class starts.

- Make your guests comfortable, offer them refreshments and snacks.
- During the class monitor the table and provide answers to your guests if needed as the facilitator goes through the book.
- Be prepared to facilitate the table breakout sessions.
- Provide registration sheets to the guests for the upcoming classes.
- Provide a feedback sheet to each of our guests.
- Be prepared to answer questions pertaining to the upcoming classes.
- Thank the guests for attending the class.
- Stay by your table until all your guests have departed.
- Clean up your table and put away any unused materials after your guests have departed.

