

KidsPointe Volunteer Job Descriptions

Nursery/Preschool Volunteers

Nursery Caregiver

Helps infants and toddlers discover the love of Jesus for the first time by providing for their needs. Leads toddlers in a Bible story and snack time. Nursery caregivers are responsible for arriving 15 minutes prior to their service hour and being available to check in children for their service hour. *Time Commitment:* Nursery caregivers will partner with another team to set their schedule for a one-year commitment. *Partnership requirements:* none.

Preschool Check-in Host

Greets preschool families, checks in preschoolers, and walks preschoolers to the appropriate classrooms. Escorts preschoolers from their classrooms to their parents at the end of the service hour, verifying that the parents have the corresponding security number. Prepares materials for the preschool program as needed. Preschool check-in team hosts are responsible for arriving 15 minutes prior to the service and being available to check in new families for their service hour. *Time Commitment:* Preschool check-in hosts will partner with another team to set their schedule for a one-year commitment. *Partnership requirements:* none.

Preschool Large Group Leader

Plans and leads the lesson time and monthly theme in such a way that it becomes unforgettable to a child. Curriculum and required training will be provided. *Time Commitment:* Large group leaders serve every other month and teach the lesson at one service hour with a one-year commitment. *Partnership requirements:* Must be a CPCC partner.

Preschool Small Group Leader

Connects relationally with eight to ten children to speak truth into their lives and celebrate spiritual growth. Leads their small group in activities prior to and following the worship time. Escorts their small group to and from large group worship and stays with their small group during the worship time. Connects with their small groups through weekly contacts and KidsPointe events. Small group leaders are responsible for arriving 15 minutes prior to their service hour. *Time Commitment:* Small group leaders serve every other month for a one-year commitment. *Partnership requirements:* Must be a CPCC partner.

Preschool Worship Leader

Plans the worship for large group teaching time. Leads preschoolers with energy and enthusiasm to worship God through music. Worship leaders serve every other month for one service hour with a one-year commitment. *Partnership requirements:* Must be a CPCC partner.

Elementary Volunteers Large Group Environment

Producer

Directs, provides leadership, and connects relationally to a team of volunteers during the worship hour to ensure the best possible large group experience. Producers are responsible for attending a production meeting prior to the first worship hour. *Time Commitment:* Producers will serve every other month at 10:00 and 11:30 with a one-year commitment. *Partnership requirements:* Must be a CPCC partner.

Large Group Leader

Plans and leads the lesson time and monthly theme in such a way that it becomes unforgettable to a child. Curriculum and required training will be provided. Large group leaders are responsible for attending a production meeting at 8:00am. *Time Commitment:* Large group leaders serve every other month at 10:00 and 11:30 with a one-year commitment. *Partnership requirements:* Must be a CPCC partner.

Worship Leader

Plans the worship for the day. Leads kids with energy and enthusiasm to worship God through music. Worship leaders for grades 4-6 will be responsible for leading a KidsPointe worship team. Worship leaders are responsible for attending a production meeting at 8:00am. *Time Commitment:* Worship leaders serve every other month at 10:00 and 11:30 with a one-year commitment. *Partnership requirements:* Must be a CPCC partner.

Tech Leader

Operates the video and computer equipment during the worship service. Tech leaders are responsible for attending a production meeting at 8:00am. *Time Commitment:* Tech leaders serve every other month at 10:00 and 11:30 with a one-year commitment. *Partnership requirements:* none.

Tech Support

Operates the sound equipment during the worship service. Tech support arrives 15 minutes prior to the service. *Time Commitment:* Tech support serve every other month at 10:00 and 11:30 with a one-year commitment. *Partnership requirements:* none.

Small Group Environment

Small Group Check-in Host

Greets K-3 families, checks in and directs kids to the small group coach for group placement. Small group check-in hosts are responsible for arriving 15 minutes prior to each service and being available to check in new families for their service hour. *Time Commitment:* Small group check-in hosts will partner with another team to set their schedule for a one-year commitment. Once check-in is completed, small group check-in hosts are dismissed to attend adult worship. *Partnership requirements:* none.

Small Group Coach

Provides leadership and connects relationally with a team of approximately eight to ten small group leaders. Greets parents and children as they arrive, checking each child in and assigning visitors to a small group. Oversees the learning environment within the classroom, including distribution of small group materials and assisting during small group time as needed. Oversees transition of children from Overdrive to HighGear small groups. Small group coaches are responsible for arriving 15 minutes prior to their service hour. *Time Commitment:* Small group coaches serve on a weekly basis from September to May with one month off during that period to attend a Core class. *Partnership requirements:* Must be a CPCC partner.

Small Group Leader

Connects relationally with eight to ten children to speak truth into their lives and celebrate spiritual growth. Leads their small group in activities prior to and following the worship time. Escorts their small group to and from large group worship and stays with their small group during the worship time. Connects with their small groups through weekly contacts and KidsPointe events. Small group leaders are responsible for arriving 15 minutes prior to their service hour. *Time Commitment:* Small group leaders serve on a weekly basis from September to May with one month off during that period to attend a Core class. *Partnership requirements:* Must be a CPCC partner.

On Deck Small Group Leader

Connects relationally with guests and children not currently plugged into a small group. Leads their small group in activities prior to and following the worship time. Escorts their small group to and from large group worship and stays with their small group during the worship time. Connects with their small groups through weekly contacts and KidsPointe events. Small group leaders are responsible for arriving 15 minutes prior to their service hour. *Time Commitment:* Small group leaders serve on a weekly basis from September to May with one month off during that period to attend a Core class. *Partnership requirements:* Must be a CPCC partner.

Overdrive Environment

Overdrive Coach

Provides leadership and connects relationally with a team of approximately four to eight overdrive leaders. Oversees the learning environment within the Overdrive room, providing directions and learning choice options to children for the hour. Distributes learning materials within the Overdrive room prior to their service hour and assists inside the Overdrive room as needed. Overdrive coaches are responsible for arriving 15 minutes prior to their service hour at 8:30 or 10:00. *Time Commitment:* Overdrive coaches serve for one year on an every-other-month rotation. *Partnership requirements:* Must be a CPCC partner.

Overdrive Leaders

Leads children in completing learning activities that reinforce the weekly theme. Assists children at various learning centers as needed. Connects relationally to the children. Overdrive leaders are responsible for arriving 15 minutes prior to their service hour at 8:30 or 10:00. *Time*

Commitment: Overdrive leaders serve for one year on an every-other-month rotation.
Partnership requirements: Must be a CPCC partner.

Supporting Volunteer Roles

Guest Welcome Center Hosts

Makes the best first impression by greeting new families, guiding them through the registration and check-in process, walking first-time visitors to the appropriate classrooms, and answering any questions. Hosts are responsible for arriving 15 minutes prior to the first service and being available to check in new families for the entire morning. *Time Commitment:* Host team members serve for one year on an every-other-month rotation. *Partnership requirements:* None.

Preschool Curriculum Prep Team

Prepares resources for small group use on Sunday mornings. Copies and sorts materials for the upcoming week and places them in the appropriate rooms. Assists in finding props used during large group lessons. Returns reusable resources from the prior week to the appropriate places. Curriculum prep team members can serve anytime during the week. *Time Commitment:* Curriculum prep team members partner with each other to set their schedule for one year. *Partnership requirements:* None.

Elementary Curriculum Prep Team

Prepares resources for small group use on Sunday mornings. Copies and sorts materials for the upcoming week and places them in the appropriate rooms. Assists in finding props used during large group lessons. Returns reusable resources from the prior week to the appropriate places. Curriculum prep team members can serve anytime during the week. *Time Commitment:* Curriculum prep team members partner with each other to set their schedule for one year. *Partnership requirements:* None.

OverDrive Curriculum Prep Team

Prepares resources for Overdrive use on Sunday mornings. Copies and sorts materials for the upcoming week and places them in the appropriate rooms. Returns reusable resources from the prior week to the appropriate places. Curriculum prep team members can serve anytime during the week. *Time Commitment:* Curriculum prep team members partner with each other to set their schedule for one year. *Partnership requirements:* None.