

QuickLook

KIDCITY REGISTRATION GUIDE

Description: Contribute to a great first experience in KidCity for new families by simplifying the check-in process.

Serving Frequency: every week or every-other-week

Time Commitment: two hours/week

Always:

- **Be welcoming.**
- **Greet families with a smile.**
- **Be attentive and accommodating to families.**
- Be prepared to answer common questions about Hope and KidCity for first-time families.
- Escort families to the appropriate KidCity classrooms and connect them with a volunteer in each room.
- Assist door hosts with maintaining security of KidCity hallways.
- Complete KidCity application and background check.
- Have KidCity volunteer identification visible at all times.
- Be on time.
- Communicate with coordinator regarding absences.

Sometimes:

- Be willing to help in a classroom in KidCity as needed.
- Be willing/able to assist at a registration computer.

Never

- Escort a family into KidCity without proper identification.
- Be alone with a child.

