

# QuickLook

## KIDCITY REGISTRATION CHECK-IN VOLUNTEER

Description: Be a great first impression of KidCity by greeting families and using a computer check-in system to register their children for their weekend classrooms.

Serving Frequency: every week or every-other-week

Time Commitment: two hours/week

### Always

- Arrive thirty minutes prior to service.
- Be courteous and professional.
- Capture accurate family information.
- Complete the KidCity volunteer application and background check.
- Have KidCity volunteer identification visible at all times.
- Communicate with coordinator regarding absences.

### Sometimes

- Support classroom teams by subbing for other KidCity volunteers.
- Assist new families with check-in process.
- Serve as a KidCity door host during arrival/dismissal.
- Escort a family to their child's classroom.
- Attend training opportunities.

### Never

- Print an identification tag for a parent who does not have a child with him/her.
- Allow a person without proper identification to enter a restricted KidCity area.
- Be alone with a child.
- Release a child to anyone who does not possess an identification that matches the child's KidCity name tag.
- Be distracted or disengaged.

