



1301 W. 100th Ave. Anchorage, AK 99516
www.kaleoalaska.org

Job Description for Kaleo Kids Check-in Volunteer

Opportunity: Kaleo Kids Check-in Volunteer

Summary: Kaleo Kids is a thriving ministry for children centered around the good news of Jesus. Kids learn that God made them, He is the rescuer from sin and death, and He will make all things new. In order for kids to come to class, they must check-in at the Welcome Table in the lobby. This is so important as it helps people feel welcome at Kaleo, but also keeps our children secure and safe.

Time Requirements: 10:45 – 1:30 Sunday mornings once or twice a week on a rotational schedule.

This Position Reports to:

Children’s Ministry Director, Lucy Matthew, lmatthew@kaleoalaska.org.

Responsibilities and Authority:

- Learn the set up and take down process. It’s easy.
- Be a friendly face to welcome folks in the morning at the Welcome Table.
- Direct parents and children to where Sunday school classes are located.
- Attend 10:45 a.m. devotion/communion on Sunday Mornings that you are scheduled to serve, led by Pastor Chris for church wide ministry team of volunteers for that Sunday.
- Accept scheduling confirmation on Planning Center for Kaleo Church.
- Attend quarterly children’s meeting for one hour after church, (4 times a year.)

Qualifications:

- Member of Kaleo Church
- Pass basic background check through Department of Justice, paid for by Kaleo.

Ready to Apply?

APPLY NOW