



EAST SIDE FAMILY GREETER JOB DESCRIPTION

Position: Family Greeter

FLSA Status: Non-Exempt

Band: 4

Department: Redeemer East Side

Hours worked: Part-time, work during Sunday morning services

Date: April 2022

Sunday Service Responsibilities:

- Checks with CM team for any changes or announcements for the morning
- Sets up all technology for check-in systems
- Able to troubleshoot technology with CM Admin Coordinator
- Greets families at East side morning services
- Helps direct families to appropriate seating areas
- Looks out for families and is available to assist families with specific needs, concerns, and questions (bathrooms, stroller parking, crying baby room, children's classrooms, etc.)
- Helps to register and sign in visiting families.
- Assists the elementary teachers with gathering their students from the service and transporting them to appropriate classrooms
- Acts as security on 6th floor- watching over classrooms, facilitating bathroom taking of turns, able to answer questions of any visitors to the floor
- Specifically helps visiting families during the elementary dismissal by telling parents where to locate their kids for pick up.
- Checks in with CM team to see where they are needed to help.
- Assist in parent-child pick up with security tags after the service

Qualifications:

- Passion for Redeemer's vision and a gospel-oriented heart for New York City
- Proactive identifier and solver of problems
- Self-starter who can work independently
- Excellent listening skills with servant heart