



**Volunteer Position:** *Welcome Team Lead*  
**Overseen By:** *Sunday Coordinator*  
**Time Commitment:** *1 – 2 times per month, before and after service*

### **Purpose of Position:**

*The Welcome Team Lead oversees the Connections team and acts as the primary point person for their assigned service time. They will lead the event team to create a welcoming atmosphere for all who enter the SVA campus and help set the stage for them to experience the Redeeming, Renewing, and Reconciling love of Jesus through the gift of hospitality.*

### **Responsibilities & Expectations:**

- *Arrives 30 – 60 minutes before service*
- *The lead makes sure all the volunteers are at their posts and finds replacements for any no-shows.*
- *Field questions of the volunteers as needed*
- *Ensures any handouts are at each door for Auditorium Greeters*
- *Pull name badges for volunteers/staff*
- *Conduct a count of all attendees:*
  - *Staff/Volunteers (Connection Team, band, media, staff)*
  - *Other Attendees*
  - *Online Attendees (from online host)*
- *Has a good understanding of how to sign up for groups, classes, and events and is able to help someone navigate the ipad in the blue corner to those spaces*
- *Participates in quarterly training*

### **Special Qualifications for this Position:**

- *Has read and agrees with the SVA Statement of Faith*
- *Friendly and welcoming*
- *Strong organizational skills and ability to delegate*
- *Dependable team player*