**CedarCreek Kids Team: Check In Coordinator – Kids Hub Event**

**TEAM VISION**

* CedarCreek Kids exists to introduce kids to Jesus and the life-changing adventure with him. We do this best when we create a safe and fun environment where kids and families feel known, cared for, and connected.

**HOW WE DO THIS**

We let the G.U.E.S.T. principles guide every opportunity and interaction:

* God’s Heart—*We want every guest to know they matter to God and to us.*
* Upbeat—*We are fun, positive people who make an amazing first impression.*
* Excellence—*Our attention to detail shows our guests we care.*
* Seize Wow Opportunities—*Make their experience something they can’t wait to share with others.*
* Take a Next Step—*We are always looking for opportunities to help guests take a next step.*

**SCHEDULE**

* Entirety of event; with a focus on check-in and check-out.

**OUR TEAM ROLE**

* As the first impression of Kids Camp, create an excellent and welcoming check in and check-out experience for kids and families.
* ***Area of Responsibility:*** Check In
* ***Reports To:*** Ministry Services Director
* ***Supervises:*** Check In Team

**TEAM RESPONSIBILITIES**

**PRE-EVENT**

* Assist the Ministry Services Director with any prep needs
* Print check in tags and prepare all check-in supplies
* Develop an efficient check in traffic pattern
* Recruit Check In Team Members
* Recruit Greeting Team Members
* Communicate with Check In Team Members
* Communicate with Greeting Team Members

**DURING EVENT**

* Create a fun, safe, and engaging experience for kids and families
* Lead Check In Team Members
* Lead Greeting Team Members
* Lead the entire check-in process for both Kids and DreamTeam
* Lead Check In Central area overseeing:
  + Check in issues
  + Medical needs
  + Missing registration forms
  + Missing child pick up receipt
  + Late arrivals/early pick ups
  + Manage all visitor arrivals
  + Etc.
* Oversee check in administrative details
* Ensure greeters are posted throughout the building during check in and check out
* Ensure all check in supplies are stocked and organized
* Assist the Ministry Services Director with any needs.

**POST-EVENT**

* Inventory all supplies
* Return all supplies to their proper locations; whether at the campus or central support.
* Return venue program to it’s pre-event condition.
* Assist in post-event evaluation process.

**TEAM RESULTS**

* All families are greeted, served and checked-in with excellence.
* For a kid to have the best week of their summer while taking a step on their spiritual journey.