

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

OUR TEAM ROLE

- Provide leadership to all Operation details
- **Area of Oversight:** Registrations and general administrative ops
- **Reports To:** Campus Ministry Director
- **Supervises:** Check In Coordinator, Door Holder Coordinator, Medical Coordinator, Safety Coordinator, Prayer Coordinator, Food Coordinator,

TEAM RESPONSIBILITIES

PRE-EVENT

- Pray for Staff, Kids, DreamTeam, and Parents.
- Recruit and equip all Ops Teams
- Oversee camp registrations, consent forms, and medical forms.
- Maintain event budget.
- Prepare all check-in materials.
- Coordinator with Ministry Director and Service Programming Director to ensure all needed supplies are procured and organized

DURING EVENT

- Pray for Staff, Kids, DreamTeam, and Parents.
- Oversee Check-in/Checkout.
 - Oversee distribution of shirts, bracelets and other materials.
- Oversee safety, door holders, and medical team
- Oversee emergency parent contact
- Oversee collection of lost and found
- Oversee late check-ins and early departures.
- Coordinate supply runs and purchases.
- Oversee venue-related communications.
- Communicate with Ministry Director and Service Programming Director to solve problems.

POST-EVENT

- Oversee distribution of lost and found.
- Oversee load-out.
- Ensure the venue program and activity spaces are returned to their pre-event condition.
- Assist in post-event evaluation process.

TEAM RESULTS

- For a kid to have the best week of their summer while taking a step on their spiritual journey.