**CedarCreek Kids Team: Prep 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**

* Pre-event preparations as determined by Ministry Services Director
* May have some week-of details during camp

**OUR TEAM ROLE**

* Organize and prepare all needed supplies to ensure Kids Camp is successful.
* ***Area of Responsibility:*** Prep
* ***Reports To:*** Ministry Services Director
* ***Supervises:*** Prep

**TEAM RESPONSIBILITIES**

**PRE-EVENT**

* Oversee planning and supply preparations
* Organize and procure needed supplies with the assistance of the Ministry Services Director
* Recruit Prep Team Members
* Communicate with Prep Team Members

**DURING EVENT**

* Create a fun, safe, and engaging experience for kids and families
* Lead Prep Team Members
* Organize and execute supply needs and logistics during the week
* Stock and restock supplies
* Assist with supply clean up

 **POST-EVENT**

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

**TEAM RESULTS**

* All camp supplies are organized and prepared to ensure Kids Camp is successful.
* For a kid to have the best week of their summer while taking a step on their spiritual journey.