

## 2025 Summer Event Staff Job Descriptions

There are two summer programs, MIX and MOVE. On the application, you can note a preference of program and role, or you can select to put in an application for both programs and your preferred role/s. (We do try to honor an applicant's role preference, but it is not guaranteed. Sometimes throughout the application process, we assess the applicant might be better suited for a different role than what they applied for).

**MIX** - MIX is a four-day summer conference event for sixth, seventh and eighth grade students. We want to give these students the chance to have fun and enjoy spending time with their peers, while also challenging them with age-appropriate ideals that will help them embrace Christ's call on their lives to be Kingdom Workers. MIX is their chance to be exactly who they are – to play, listen and learn as themselves.

**MOVE** - MOVE is a five-day program for high school students to experience God. Each week includes daily devotional times, nightly worship celebrations, community discipleship and challenging messages. Students at MOVE not only learn and worship together but also spend quality time with their church youth group, discovering ways that God will use them to be a greater help to the world.

### Job Descriptions

**These programs are fast paced and have a lot of moving parts. To make sure we maximize all of our gifts and abilities, Event Staff teams utilize the skills of each teammate differently. Each program is a little different so not every role is needed for each program, but each program will have multiple teams of Event Staff that will travel during the summer. You can read more about each of these roles below.**

**Important Note:** All of the roles listed below are traveling positions. Each program requires a different number of Event Staff... as an example, each MOVE team will have 6 Event Staff who will be joined by some of our full-time staff, as well as volunteers to help us run a MOVE event. MIX teams travel in teams of 11, along with full-time CIY staff as well.

- Emcee/Auditorium Manager (MOVE)
- Hospitality Coordinator (MOVE/MIX)
- Housing Specialist (MOVE/MIX)
- Outer Realm Manager (MIX only)
- Recreation Manager (MOVE only)
- Stage Manager (MOVE/MIX)
- Store Manager (MOVE/MIX)

#### **Emcee/Auditorium Manager (MOVE)**

The Emcee/Auditorium Manager needs to be a people person, who is capable of leading stage games and creating a fun, energetic space for students. They will also help backstage with elements that happen during session. This role will have on stage and off stage responsibilities. The person should be someone who is outgoing and friendly, and who can help create a space for students to shine. They will work closely with our full-time staff and our Production Team.



### **Hospitality Coordinator (MOVE & MIX)**

The Hospitality Coordinator needs to be a friendly face who can remember people and information as well as problem solve. This role will assist our staff with details, and serve youth pastors and students at each event. This person needs to be a “people-person” who can help make our customers’ experience special. Our Hospitality event staff also helps lead our volunteers each week. This person will work closely with our full-time staff, and the Housing Specialist.

### **Housing Specialist (MOVE & MIX)**

The Housing Specialist needs to be a good problem solver, have great communication skills, be highly organized, have great attention to detail, and be friendly. They will be responsible for housing all event attendees, and will work closely with their onsite CIY staff and have an integral role in the onsite check-in process. The Housing Specialist of each team really is the first impression of our event and team to our Customers. They will communicate a great deal with our venues and also with youth pastors.

### **Outer Realm Manager (MIX only)**

The Outer Realm Manager will work with the Program Director and the Program Coordinator to administer all recreational activities at MIX. This person must be energetic and outgoing as they will be running games for large groups of students. This person needs to be flexible and hardworking as they will spend their days in a field preparing the games for students. This person will be responsible for setting up all props, staging, and equipment that goes along with each Outer Realm Game. This person will coordinate volunteers to help run each game, and will also be responsible for tearing down and packing up each game.

### **Recreation Manager (MOVE only)**

The Recreation Manager must be energetic and outgoing as their primary role is to facilitate games and activities for large groups of students and adults. This person will need to be flexible and hardworking as they’ll spend most of their time preparing for and running the activity of the day. They will also need to be able to recruit and coordinate volunteers for each day’s element. They’ll work closely with the Program Director and the Event Coordinator to facilitate all recreation at MOVE.

### **Stage Manager (MOVE & MIX)**

The Stage Manager will be a big part of the stage setup and teardown of each event. This person must be attentive to detail, hardworking, and have a servant’s heart. They’ll be responsible for managing the flow on and off stage, and will work closely with all on-stage talent. They will work closely with the onsite Director and Production Manager.

### **Store Manager (MOVE & MIX)**

The Store Manager needs to be friendly and attentive to detail. This role will oversee the setup, operation, and teardown of the onsite store at their events. They will need to be able to manage inventory, train volunteers, and be comfortable (and competent) with the financial side of retail. This person will work closely with our onsite full time CIY staff and our volunteers.