

Christ In Youth calls youth to Christ and into lives of Kingdom work through His Church.

## 2023 SUMMER EVENT STAFF

### DESCRIPTION:

Some summer internships consist of making copies, getting coffee for the supervisors, and filing documents under florescent lights from 8-5. This is not one of those internships. At CIY, our Event Staff (or interns) are an important part of helping us accomplish our mission and as such, they play a critical role in our summer events. In the summer of 2022, the programs of MOVE and MIX served over 35,000 students and adult volunteers. We could not have done what we do in each of these programs without the help of our Summer Event Staff. Our Event Staff are highly valued and deeply loved by our organization. If you've found your way to this page, you are probably thinking about applying for an Event Staff position with one of our summer programs, so below are a few important things to know.

### DETAILS:

- This is a paid summer event staff role.
- Housing is provided during employment dates.
- Meals are provided while traveling to/from CIY programs. (Event Staff is responsible for own meals while in Joplin.)
- Event Staff are responsible for their own transportation to and from Joplin, MO in correspondence with the start and end dates.
- All Event Staff will travel to between 5-7 weeks/events, and work in the office (Joplin, MO) when not traveling.

### DETAILS:

- Active desire to love, follow, and serve Jesus
- College Aged (between 19-24 years of age)
- Graduated high school (or an equivalent) May 2021 or earlier
- Willingness to love and serve others
- Available to commit to the 10-12 week program
- Ability to:
  - Adapt
  - Lead Volunteers
  - Perform Physical Labor (help set up and tear down)
  - Problem Solve
  - Receive Coaching and Training
  - Serve Wholeheartedly
  - Take Initiative
  - Work with a team

### IMPORTANT DATES:

- **Application Due:** By midnight on February 10, 2023
- **Final Selection:** March 2023
- **Start Date:** Monday, May 22, 2023
- **End Date:** Either July 28 or August 4, 2023  
*\*Some teams have a later end date, which is based on the ending of their final event ... But these are good guidelines for now.*

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## 2023 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.

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## 2023 SUMMER EVENT STAFF APPLICATION CHECKLIST

### APPLICATION PROCESS:

#### STEP 1: Review the Event Staff Information and Role Descriptions.

Read through the program and job information to see what role interests you.

#### STEP 2: Complete the [Online Application](#).

Our application is supported through our SmartSheet account, so don't be surprised when you see confirmations and reminders from our SmartSheet account.

#### STEP 3: [Provide 3 References](#).

It will be up to you to send this link to three people (non-family) who could serve as a reference for you. These people should be able to give a professional, character, or spiritual reference.

#### STEP 4: Submit Supplemental Information.

In addition to the application, we ask for seven supplemental items from each applicant, as listed below. Any additional item should be sent to the Summer Event Staff Email with the Subject Title of your first initial and last name and the item being submitted (ex: CJones – Resume & Essay)

- **Personal Video:**
  - It doesn't need to be fancy, it just needs to help us get a better idea of who you are. Don't worry about making it super crazy or creative.... Unless that's genuinely who you are. We really just want to put a face with a name and get to know you a little better.
    - **Video Requirements:**
      - Answer the question – Why would you want to work with CIY this summer?
      - Then select 1-2 additional questions from the list below to answer as well.
      - A phone/computer video is just fine.
      - Keep it between 1-2 minutes in length.
      - When complete, you can send your video to [summereventstaff@ciy.com](mailto:summereventstaff@ciy.com)
    - **Additional Questions to choose from:**
      - What is the best book you've read this year (not for school) and why?
      - Tell me about your favorite Holiday tradition you have with your friends and/or family.
      - If you could instantly become an expert in something, what would it be?
      - If Hollywood made a movie about your life, who would you choose to be "you" in the film and why?
      - If you could travel anywhere in the world, where would you go and why?
- **Resume:**
  - Please submit a one-page Word document/PDF that includes your goals/objectives, work history, school history and awards/skills. You do not need to include your references (as those have already been requested). Please keep your résumé to 1 page in length.
- **Essay:**
  - We would like you to answer the following questions. Please do not exceed 250 words for each answer and submit your responses in a separate Word document/PDF (separate from your résumé).
    - Who are the 3 most influential people in your life and why?
    - Describe what it means to be a servant.
    - Describe a specific time or season when you could see God's work in your own life.
    - Share about a time where you experienced conflict, and explain what you learned from it.

- **Photo:**
  - Please submit a headshot style photo of yourself. Just a picture of you that we can attach to your file.

### **STEP 5: Schedule an Interview.**

We typically will leave the application open for a few months, and then toward the end of the application season, we'll reach out to schedule interviews with some of our applicants. If you complete the application and supplemental documents early in the process, you might wait several weeks before you get to this stage. In February, we will send out a link to a Calendly calendar and you'll be able to schedule your own interview time.

NOTE: Not every applicant will receive an interview, but we will do our best to ensure that every applicant is communicated with, so you do not have to wonder where you are in the process.

If you have any questions as you go through the application process, please email our team at [summereventstaff@ciy.com](mailto:summereventstaff@ciy.com).