

## **STAFF POSITION FROM 2-3 & 3-4**

**ChristyLynn Flynn (2022-2023)**

Please arrive 10 minutes before your shift starts. Upon arrival please retrieve your lanyard from the sandwich board near the sign in table. Your lanyard contains your job description and class times (if needed). Wear the lanyard during your shift. You can review your responsibilities which are folded inside the plastic case. Return the lanyard at the end of your shift.

Please check in with the (1pm shift) volunteer Field Supervisor parent on the field, letting them know you have arrived and they are free to leave.

Karen Miller, the Sports Coordinator, will be on campus to answer any questions and let you know how the day has gone so far and any issues or problems that you should look out for.

CHESSIE is a device-free zone for our kids, and we respectfully ask that you limit your device usage time as well while you are working. It is not possible to be on your phone and give your full attention to CHESSIE students. You can use your phone to keep time, set alarms for classes, check the weather, text CHESSIE staff or parents, and take pictures, all of those things are approved device usage. Any other non-CHESSIE related calls or usage are discouraged. Please be mindful that you have eyes on the students and are attentive and alert.

When working on the back patio please keep an eye on the door to the Fellowship Hall to ensure that only life science & highschool students go through that door to use the bathroom. Redirect younger children to the upstairs bathrooms. Younger children need to enter the church upstairs on the porch. No students should use the stairway inside to go from upstairs to down or vice versa.

Class schedules: Check class schedules and call students in when it is time to go to class. They should be called ten minutes before class to wash hands, gather their gear, and head up to class. Class times are posted on the corkboard on the back patio and in your lanyard.

There are two staff members present from 2-3 and 3-4 who are supervising during this time. One staff member should be outside on the field and the other staff member should be supervising the back patio (fellowship door). Keep in mind that our goal is to never have a child unattended anywhere— inside or outside. The staff member who is out on the field needs to watch to make sure that students are staying in sight, not down the hill, too far off in the woods, behind the sheds, off the back of the field, or around the side of the church. The staff person who is supervising the back patio is responsible for overseeing games on the back patio, assisting parents who arrive to pick up children, and keeping an eye on the fellowship door to watch for students entering and leaving the building.

**Your service areas are as follows:**

2 - 3 PM - Back Patio Supervisor

3 - 4 PM - Field Supervisor

**Your support staff is as follows:**

2 -3 PM - Rachel Hice - Field Supervisor & Karen Miller (roaming), Building Monitor (roaming and checking the building)

3-4 PM - Rachel Hice - Roaming front / back patio, Teen on the Field, Karen Miller (front porch area), Building Monitor (roaming and checking the building)

**GENERAL GUIDELINES:**

Students should remove their shoes before entering the church. The church is a “no shoe” zone.

Please ensure that the kids don’t climb trees, don’t use sticks as weapons, and don’t disappear down the hill, behind the shed, or into the trees. They need to be in the view of an adult at ALL times.

Students should leave the small stones next to the church and along the sidewalk in place. Some gravel displacement is inevitable, but the students should not see the stones as available as surrogate toys. Also, Calvary Chapel requests that our students do not take rocks onto the field. It is dangerous for them when mowing the grass if they can not see them.

Encourage students to drink water. Refill the cooler if needed. When they are playing sports, they need to take frequent water breaks. A water cooler will be outside for students to fill their water bottles. Encourage, encourage, encourage students to stay hydrated.

Encourage fair playing rules when supervising games. Help students work through any squabbles. Pray with students who are feeling sad or left out. Assist with any injuries or boo-boos. You can use the first aid kit inside the fellowship hall on the windowsill for bandaids, etc.. You can find ice in the freezer in the kitchen, if needed. Please keep a written log of any injuries you attend to and also let Karen Miller know so she can notify the parents by text, phone, or at pick up.

If the heat or the air conditioning is on inside the church, do not prop the downstairs door open. It is too hard on the heating and cooling systems. If it is pleasant outside, and the system is not kicking on, feel free to prop the door open. If the heat or the air conditioning is on inside the church, do not prop the downstairs door open. It is too hard on the heating and cooling systems. If it is pleasant outside, and the system is not kicking on, feel free to prop the door open.

CHESSIE has a “no electronics policy”. This includes cell phones. If a student has a cellphone with them, it needs to be zipped in their backpack and not used unless they are given permission by the CHESSIE staff. If you see a student using an electronic device, please keep it for them and return it to parents when they arrive or give it to Karen Miller, who will return it to their parents when they are picked up.

CHESSIE has a “no Pokemon cards policy”. In the past, we’ve found that Pokémon cards have made some kids very reluctant to participate in any of the sports activities. If a student brings them to CHESSIE, the staff member should keep them until the parent comes to pick up their child.

Please read over the CHESSIE guidelines for staff and parents that can be found on the service page of the CHESSIE website. If you have any questions or concerns, please contact the sports area coordinator, Karen Miller, at [kmillero607@gmail.com](mailto:kmillero607@gmail.com) or cell: 804-240-2682. She will be on campus from 11 - 12pm and 1 - 5pm on Thursdays.

Thank you for your service to CHESSIE.