

FIELD SUPERVISOR AND CLEAN-UP

HELEN TRAVIS (2022-2023)

SHIFT: 4:00 - 5:00 PM

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.

Then check in with ChristyLynn Flynn on the field / back patio, letting her know you have arrived and she is free to leave.

CHESSIE is a device-free zone for students, and we respectfully ask that it be a device-free zone for you as well while you are working. It is not possible to be on your phone and give the students your full attention.

The goal and main objective of this staff shift is to keep watch of all students on the field, the back patio, and playing in the woods or gaga pit. It is your job to keep them safe and supervised at all times during the shift. You will be working with the “Teen leader on the Field”. This teen staffer is responsible for organizing and implementing games and you are in a supervisory role.

- Please ensure that the kids don't climb trees, don't use sticks as weapons, and don't disappear down the hill, behind the sheds, 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.
- 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 ask if they have been given permission and if not, keep it for them and give it to Karen Miller who will return it to their parents when they are picked up.
- CHESSIE has a “no Pokemon cards” policy. It has been our experience that Pokémon cards have made kids highly reluctant to participate in sports time.

At 4:30 PM, please call all the students on the field to start cleaning up all the balls and the sports equipment. Please walk the perimeter of the field and make sure all balls in the woods, down the hill, behind the sheds have been retrieved. Once you feel the field is clean, students should be dismissed to grab their belongings and go to the front parking lot for pick up. Please walk up with them and be sure that the parking

lot attendant or Karen Miller is supervising them before returning to the back to load up the trailer.

From 4:45 - 5:00 PM, please help assist with loading up the CHESSIE trailer.

- 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 kmiller0607@gmail.com or cell: 804-240-2682. Her CHESSIE hours are 11-12pm and 1-5pm on Thursdays.