* **TEEN (ASSISTANT) SPORTS LEADER JOB DESCRIPTION**

* Always set a tone of encouragement, be a leader, and Godly mentor to the younger students at CHESSIE

* If you are not in class and you are able, please arrive 10 minutes before your shift and help your sports leader pull needed sports equipment from the trailer prior to the shift

* Keep track of sports equipment, mentor and lead the students to be good stewards of the CHESSIE sports equipment and make sure it gets put back where it belongs when not in use.

* In case of injuries or “boo-boos”, the first aid kit is located on the windowsill in the fellowship, please document any incidents (or have an adult staff member document it on the log in the first aid box) & let Mrs. Miller know so she can contact the parent or let them know at pick up time.

* This position is an assistant position, your main responsibility is to assist the sports leader with games, activities, and supervision of the students in your care.

* It is helpful to oversee and participate in the games to provide fun and encouragement to the students, especially the younger CHESSIE students

* Oversee the fairness of the play, maintaining impartiality in refereeing and team selection; this is especially important in field games, black top games like four square or basketball, and in the Gaga pit.

* Assist your sports leader with students who need to take restroom breaks, get water, or want to join activities in different areas, ie. playing with legos while others are playing in the gaga pit.

* You also agree to work closely with the sports coordinator, Mrs. Miller, notifying her about any concerns you have, any days you will be absent, if you will be late or need to leave early (please do not make a habit of these things), and checking in with her periodically to see how things are going. Mrs. Miller, with your sports leader, will provide feedback and evaluations on how you are achieving in your role and any areas you can work on. These evaluations will be given at the start of the new year (January) and at the end of the year (May).

* The Teen Sports Leader agrees to find a substitute(s) if they need to be absent from their shift. If the absence is planned, they should find a sub no later than two weeks before. If there is an emergency or illness and the Teen Sports Leader is unable to secure a sub on their own, they can contact Karen Miller to help them find a sub. There is a teen and adult sub list posted on the CHESSIE web site. Please notify Mrs. Miller of the sub choice and **confirm approval.**

* This position is paid monthly. The teen staff is paid only for shifts that are worked. In the case of inclement weather or other situations when sports are canceled, the teen staff will not be paid.

Teen assistants that are paid by check, **must deposit their paycheck prior to receiving their next month’s pay**. A good guideline to follow is to cash checks within 2 weeks of receiving them. Paychecks are handed out on the first Thursday of the following month.