

FIELD SUPERVISOR JOB DESCRIPTION **(Service Parent)**

Shifts: 10:00 - 11:00, 11:00 - 12:00 (Jacque Spruill), 12:00 - 1:00, & 1:00 - 2:00

Please arrive 10 minutes before your shift starts. Please get the lanyard for this service position from the sandwich board by the sign in table. Wear the lanyard during your shift. Please arrive with the knowledge needed to do this job by reading these guidelines that are e-mailed to you with the service reminder from Katie Arnold. You can review your job description which is folded inside the plastic lanyard when you are working, if you forget any details. Please return the lanyard at the end of the last shift. Your position is to support the sports staff on the field during this time. Please check in with Jacque Spruill if you have any concerns during the 10-12 shift and check with Karen Miller with questions or concerns for the other hours.

CHESSIE is a device-free zone for our kids, 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.

10:00-11:00 shift: You are responsible to oversee the siblings of the kindergarten students that are there at that time. The siblings that are permitted to be there at that hour are only those that have a class or sports that begins at 11:00.

Check class schedules on the CHESSIE board on the back porch and help call students in when it is time to go to class (Mrs. Miller and afternoon staff will also help call for classes). They should be called ten minutes before class to wash hands, gather their gear, and head to class. Class times are posted on the cork board near the outdoor kitchen on the back patio and in your lanyard.

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

Please position yourself between the field and the back patio area. Every once in a while, you can walk back and forth between the gaga pit and the back fellowship door. Please keep an eye out for any student who is alone or isolated, help to include them in games and activities. Please also help kids prevent or resolve any conflict in games.

Encourage students to drink water. 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.

Please support the sports staff on the field with any injuries or assistance, as needed. The first aid kit is located on the windowsill inside the fellowship hall. If there are any injuries to report, please write it down in the first aid journal and let Karen Miller know what happened at the end of your shift.

Encourage fair playing rules when supervising games. 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 a spill inadvertently happens in the Fellowship Hall, please make sure it is wiped

up immediately. The floor swells enormously when wet and buckles; this is one way we can bless Calvary Chapel.

If you see a student using an electronic device, please ask them if they are contacting a parent. Teens are allowed to call or text parents, but **MUST** have permission before doing so. If the student is using an electronic device inappropriately, please keep it for them and give it to Karen Miller so she can return it to their parent 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 or hand them off to Karen Miller.

Please do not leave your shift for any reason. If you must use the restroom or help a student, please let someone know where you are going and find someone to cover you until you return. Please do not leave early for your shift, wait until the next supervising parent relieves you before you leave the field.

The CHESSIE STAFFer working alongside each shift is as follows:

- 10 - 12:15 AM: Jacque Spruill
- 11 - 12:15 PM: Emily Fernandez
- 12:15 - 1:15 PM: Karen Lemcke
- 1:15 - 4:00 PM: Rachel Hice

Please read over the CHESSIE guidelines for staff and parents that can be found on the service page of the CHESSIE website.