

Job Description for 9:45 Set-Up & 10:00-12:15 CHESSIE Morning Supervisor

Jacque Spruill - 2022-2023

9:45 AM SET UP:

- Check the 4 bathrooms to make sure they are stocked with soap, paper towels, & toilet paper. Make sure the trash cans are not overflowing and that there are not messes.
- Set up the small table for sign in. This table is located in the cubby area in the back of the sanctuary. Bring out a small table and set it up outside, near the front door of the church. Please do not use the small folding table that belongs to Mrs. Pierson.
- Get the box labeled “Clip Boards” from the CHESSIE Trailer and set each clipboard and a pen/pencil out on the table that you put up on the porch area.
- Get the black bucket labeled “lost and found” from the CHESSIE trailer & bring to the porch—possibly displaying some of the things that are in it near the stairs of the front porch.
- Set out cones in the parking lot to separate parking from the play area. Set out cones on 5th street from the intersection to block parking too close to the intersection. Helen will train and assist with this during the first few weeks of CHESSIE.
- On the corkboard, you will find the class lists and any CHESSIE announcements. Please place the corkboard at the outdoor kitchen for easy reference for the supervising moms as well as for the students to look at.
- Please get out the plastic box labeled “First Aid Kit” from the CHESSIE trailer and set them in the window sill nearest the outside door in the fellowship hall. Also place a smaller first aid kit at the sign in table.
- Put sports equipment baskets out on the field. On days when the field is wet or muddy, please cone off those areas. For especially muddy walkways, put tarps down to cover “muddy pits”.
- Ari will set up the water cooler on the edge of the sidewalk where there is a ledge so it is accessible from the field side of the walk. On hot days, Helen will bring ice from home to cool the water.

Following the set-up, please stand near the back door to the Fellowship Hall to monitor children going in to use the bathroom. From the hours of 10-12, younger students may use the downstairs bathrooms. Once the highschool students arrive at 12, only highschool students are permitted to use the downstairs bathrooms. Younger students need to use the upstairs bathrooms. Students should not use the stairwell to get between the upstairs and downstairs of the church. They should enter from outside the building.

10:00 - 12:15 Shift Responsibilities:

- The responsibility of this position is for set-up and the K and K/1/2 groups.
- During the first couple weeks of the year, the set up portion of this position will be trained and overseen by Helen Travis (outgoing “set-up” staff person)
- Arrive 15 minutes prior to start of shift (9:45), unlock the front door of the church and turn off the alarms
- Bring up sign-in clipboards and set on a small table on the porch
- **10 AM** - Greet the kindergarten parents and help with children who may have trouble separating. Reassure parents that they will be called if their child needs them. Assist with directing students to go to their sports leader (Lena Travis) on the back patio.
- During the first hour: **10 - 11**, please acclimate the 10am field supervisor parent with their job description and assist them as needed. Complete CHESSIE setup as listed on page one of this job description. Also, from **10 - 11**, please roam between the field, front porch, sign in area, and check buildings/bathrooms periodically.
- 10:15 -10:30 -head up to the parking lot when Mrs. Pierson arrives to help unload her car and set up the classroom area. Aylene will help with this. Mrs. Pierson will text you when she arrives if she doesn't see you in front of the church.
- Head up to the parking lot area at 10:55 to meet the group 1 and group 1/2 students that arrive at 11:00 for sports may need some direction as to where to meet their sports leaders. (Lena Travis or Traci Pownall). Emily Fernandez will take over field supervision at 10:50 to allow you to head up to the parking lot area.
- During the second hour: **11 - 12**, check in with Emily Fernandez around **10:50** and relay any concerns or issues you have. Then, position yourself on the field to assist the Group 1 Sports leader (Lena Travis) and Group 1/2 Sports leader (Traci Pownall) as needed. Emily will take over the role of “roaming” by 11am until 11:50. **At 11:50** - head up to the parking lot to help with kindergarten pick up. This will allow you to discuss any concerns of the day with the parents. For minor injuries, minor behavior problems, a child not wanting to participate, talk to the parent at pick-up time. More challenging situations should be communicated to Karen Miller who will discuss the problem with the parent. Be sure that the Kindergarten class gets signed out and picked up. Before ending your shift at 12:15, please check in and relay any concerns to Karen Miller.
- Be physically within sight of the 10-11 sports leader as much as possible
- Provide first aid support if a child receives a minor injury (ice, bandages, etc.). Use the journal on the windowsill in the fellowship hall to document any first aid given. Contact parents if a child receives a substantial injury or is not feeling well
- Help ensure that all children are where they are meant to be
- Assists in moving children from sports to the bathroom to class with Mrs. Cothran at 11:00.
- Please note that the group #1/2 students will arrive for sports at 11:00. Mrs. Traci Pownall will meet them and direct them to her group on the field by the gaga pit.

- It is the responsibility of the staff member to find a substitute if they are unable to attend CHESSIE due to illness or other reason. The staff member will check the sub list on the website for suggestions if needed. The staff member will let Karen Miller know who to expect the sub to be and on what day. In case of emergency or sudden illness, the staff member will text Mrs. Miller if she will be absent. If the staff member has tried to find subs without success or is too ill to find a sub, she should contact Karen Miller or Katie Arnold for assistance in finding coverage.