

CAPS (Children's Activities Program for Summer) 2012

Summer Position:

9 weeks. 1 week prep work, 7-8 weeks with children (depending on ending and beginning NAFC school calendar). Working 35-40+ hours per week.

Mission and Vision:

The Mission of CAPS is consistent with the mission and vision of Wesley Chapel United Methodist Church.. The CAPS mission is "to make disciples of Jesus Christ for the transformation of the world" and the CAPS vision is "to serve our community and to care for our members."

Purpose:

To coordinate a comprehensive Christian summer activities program for families with children entering grades 1 - 10 who seek a summer alternative from our church and our local community. Staff will oversee children in activities on and off campus, and travel to areas outside of the metro area. Activities will include: Bible devotions and study, crafts, projects, activity and entertainment centers, swimming, hiking, bowling, service and mission projects, etc. Each age group is assigned a different day and time for activities.

Requirements for Employment:

- One goal for the CAPS staff would be to have at least one person of each gender on staff for facilitating work with children of both genders and presenting good role-models of each gender.
- Each CAPS staff member must be at least one year past their high school graduation.
- Each newly hired CAPS staff would need to meet the requirements of our Child Protections Guidelines for Wesley Chapel.

Necessary Characteristics & Skills:

- Behavior must be consistent with Christian morals and principles.
- Able to work with students in elementary, middle school and high school
- Strong organizational skills and sense of responsibility
- Self-motivated and reliable
- Knowledgeable of student needs and ways to meet those needs
- Creative, High Energy, Patient and Positive Attitude
- Flexible work schedule
- Strong "people skills" to work with children, parents, and with staff peers as a team
- Comfortable sharing about your Christian faith with children and leading devotions using scripture.

Helpful Strengths:

- Experience working with unchurched children and/or low-income families
- Recreation, Drama and/or Music experience
- Education experience such as, VBS, Sunday School Teacher/Helper, Youth Leader, School System work, Education courses.
- Red Cross Training in First Aid, CPR, and/or Lifeguard Certification (CPR training will be provided).

Reporting:

CAPS Summer Staff will consist of one leader and multiple assistants (3 currently). Assistants will report directly to leader. Leader and Assistants will be accountable to the Director of Christian Education and ultimately to the Staff-Parish Relations Committee. CAPS staff will meet weekly with the Education Director to give updates and work out any concerns or conflicts.

Hiring Process:

Initial interviews, reference checks and decisions are made by the Director of Education and the official hiring is done by the S.P.R. Committee

Salaries

CAPS Staff individual salary: \$2350

CAPS Manual of Guidelines, Rules & Procedures

Goal: The main goal of CAPS is to provide enjoyable summer activities in a Christian environment as an outreach to children in our church and in our community. Our team members are to care for each child and in all they do emit a Christ-like example of love, grace, faith and discipleship.

Comply with everything included and pertaining to Temporary Employees in the **Personnel Policies and Procedures Manual for Wesley Chapel UMC**. Employees shall sign off that they have read this manual and understand its contents.

Comply with additional Specific Guidelines for CAPS Employees as stated below:

1. **Appearance:** CAPS Team members will always be dressed in clothing that allows them to fully function and participate with the children and takes into consideration the climate they will be in, but will always be professional and modest, (ie: no mid-drift showing, no short-shorts, no excessive cleavage or chest and appropriate footwear. Swim wear should cover mid-drift for females and swim trunks should cover to the thighs for males.) Team members should always be wearing some name badge or clothing that identifies them as a CAPS Team member.
2. **Child Safety:** Each team member will read and sign an agreement of our Child Safety Policies & Procedures. The team member must attend one training session each year in "Child Protection Guidelines" by the pastor.
3. **Work Hours and Recording:** Team members will work approximately 6 to 8 hour days, Monday through Friday and will record their hours on time sheets at the end of each working day. Team members will report each day promptly at the time set by the team leader and/or Supervisor. Team members may not leave early without permission from the team leader and/or Supervisor.
4. **Discipline:** Team members will receive verbal and/or written reprimands for various infractions. As stated in the Personnel Manual, neglecting or ignoring policies and procedures may lead to termination. Verbal reprimands will be given and recorded by the supervisor. Written reprimands will be recorded and witnessed by supervisor and the senior pastor. Copies of all reprimands will be kept on file and the SPR will be made aware of such reprimands. SPR makes all final decisions on terminations.
5. **Vacations and Time Off:** Temporary employees receive no paid vacation time and given that this program is only 9 weeks long and the nature of the program it is necessary that all team members be present as much as possible. If there is a time that an employee needs off it must be brought to the supervisor at least two weeks in advance to be approved. Sick days follow the guidelines as set forth in the Personnel Policy and Procedures Manual except to say that team members should call in to the church office by 8 am to allow the team time to prepare for their absence.
6. **Participation and Hierarchy of Leadership:** Each team member is expected to fully participate in all CAPS planning, preparation and implementation each day. Each team member will be responsible to prepare and implement their assigned duties in a prompt and high quality manner. Any day-to-day decisions that need to be made are finalized by the team leader. If there is a need for discussion on any matter of concern these should then be taken to the supervisor. If this is unsatisfactory, matters may then be taken to the senior pastor and the Staff Parish Relations Committee.
7. CAPS Team Members will recognize that during their employment they are church staff members and as such will need to work cooperatively with all other staff members and to be observant of confidentiality with staff members, church members and other church matters.