Standard Operating Procedure (S.O.P.) - Wichita YL

JOB DESCRIPTION: Part Time Paid Teacher Staff

APPROX IMATE HOURS INVOLVED:

Paid: ~ 10 hours/Week (Consistent Communication, Planning, and Leadership)
~ 10 hours/Month (Committee Meetings/Ministry Events)
~ 2 Weekends/ Semester (Banquet, Golf Tournament, Weekend Camp, Leader Retreat, etc.)

Unpaid: ~6 hours/Week (Regular Contact Work, Club Attendance, and Campaigners)
~2-3 Saturdays/Spring Semester (Camp Fundraising)
~1 Week/Summer (Summer Camp)

Teacher Staff Responsibilities and Expectations:

1. Develop and Foster Community and Committee Support

A. Develop prayer support
(Time Frame: Ongoing / Estimated Hours: Varies ~ 1HR/Month)

Expectation(s):

_____ **To develop an active group of adults who regularly (weekly or more often) pray for the students, leaders, staff, and events of the ministry.**

B. Facilitate communication
(Time Frame: Ongoing / Estimated Hours: 2 HRS/Week)

Expectation(s):

_____ **To develop a contact information database for students and parents**

_____ **To send weekly emails to parents and to prayer team**

_____ **To communicate logistical information (dates, times, description, location, transportation, and/or paperwork) to parents well in advance of event.**

2. Lead Younglife/Wyldlife Team

A. Recruit potential leaders
(Time Frame: Ongoing / Estimated Hours: Varies ~ 1 HR/Month)

Expectation(s):

_____ **To communicate with Committee and Prayer Team leader needs**

_____ **To utilize DGL program and Teachers in Mission initiative to help recruit college students and fellow teachers as leaders**

_____ **To recruit *(at minimum)* 1 male and 1 female leader each year to address turnover**

B. Conduct team meetings
(Time Frame: Weekly / Estimated Hours: 2 HRS/Week)

Expectation(s):

_____ **To pray, share scripture, communicate, and reflect weekly as a team**

C. Participate in All-City Leadership
(Time Frame: Weekly / Estimated Hours: 2 HRS/Week)

Expectation(s):

_____ **To receive weekly staff meeting updates and efficiently respond as needed**

_____ **To facilitate the recruiting of table hosts for the YL Banquet**

_____ **To recruit team captains for the YL Golf Tournament**

_____ **To participate in Area fundraising efforts by developing relationships with donors and following through with yearly support requests**

3. Perform duties of a volunteer leader

A. Contact Work
(Time Frame: Weekly / Estimated Hours: 4 HRS/Week)

Expectation(s):

_____ **To invite leaders to participate in Contact Work at the school once per week**
_____ **To facilitate one additional (outside of school hours) Contact Work activity per week.**

B. Club
(Time Frame: Weekly / Estimated Hours: 5 HRS/Week)

Expectation(s):

_____ **To secure a consistent Club location**
_____ **To create a semester Club/talk schedule**
_____ **To prepare, delegate responsibilities, and execute a weekly Club (Club Cards, Mixers, Skits, Games, Music, and Talk)**

C. Campaigners
(Time Frame: Weekly / Estimated Hours: 2 Hours/Week)

Expectation(s):

_____ **To develop and implement a weekly Campaigner strategy for your team**
_____ **To be available to assist in developing Campaigner lessons and obtaining materials**
_____ **To execute a weekly Campaigner event**

D. Camp
(Time Frame: Ongoing / Estimated Hours: Varies ~ 25 HRS/ Camp Trip)

Expectation(s):

_____ **To develop and facilitate a strategy for getting kids to camp**
_____ **To organize camp information with Area Office Admin,**
_____ **To hold a parent meeting prior to camp**
_____ **To insure all of your leaders have an updated physical and the necessary paperwork and training for camp**

_____ **To personally execute (or delegate in certain situations) your school's Summer YL Camp trip and/or Weekend Camp**