

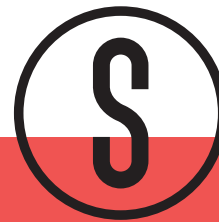


SUPER SUMMER

**EXECUTIVE STAFF APPLICATION INFORMATION**

# TABLE OF CONTENTS

A Note from Jason .....	3
Application Process .....	3
Volunteer Staff Portal.....	4
Important Dates.....	5
Executive Staff Training .....	5
Team Leader Training Weekend .....	5
Children and Spouses .....	6
Expenses.....	6
Role Descriptions .....	6



## A NOTE FROM JASON

*I am so anticipating what Super Summer 2022 will look like in the wake of all that occurred in the past couple of years. This summer we will tighten our focus on what it means to be seen, known and understood by Jesus and encouraged to share the personal knowledge we have of Jesus with those around us. Thank you for your cooperative spirit and united vision of teaching students to know and share the gospel. Let's go and do just that.*

*Knowing and sharing the gospel,  
Jason Richards  
Director of Super Summer*

## APPLICATION PROCESS

Completed applications do not automatically result in assignments.

STEPS 1–4 are required to be completed for consideration for service.

STEPS 5–6 are required to be completed within two weeks of accepting an assignment.

### STEP 1 - Executive Staff Application

**The application deadline is Monday, December 6, 2022.** **NOTE!** The application is best viewed from a desktop device.

### STEP 2 - Executive Staff Reference Forms

One reference from *each* of the following people is required.

- Personal reference
- Professional reference (familiar with applicant's quality of work)
- Family member reference

Please provide references from male(s) and female(s). Also, one of the above references should know the applicant in relation to serving children and/or students. All references must have known the applicant for at least six months.

### STEP 3 - Criminal Background Check (annually)

Upon receipt and processing of the application and reference forms, applicants will receive an email from automation@instascreen.net that contains a link to a criminal background check questionnaire. Background checks are run *annually* on all Super Summer volunteers.

Applicants should make note of the following:

- Applicants should add automation@instascreen.net to their email safe list so that the email does not go to spam/junk folders.
- The background questionnaire link is only active for 14 days. Questionnaires must be completed within the given timeframe.
- Applicants should be prepared to provide their full name, address, and social security number through the secure, encrypted site. All of the information provided will only be used for the purpose of conducting a background check.
- Though applicants will be required to acknowledge their rights protected by the Fair Credit Reporting Act (FCRA), their credit report is NOT accessed. The FCRA notice and acknowledgement only serves to provide applicants with information on their legal rights as a consumer: the right to privacy and security of their background check results and any possible adverse actions.

### STEP 4 - Sexual Abuse Awareness Training (annually)

Upon receipt of the application and reference forms, applicants will receive an email from MinistrySafe (Super Summer in subject) that contains a link to the MinistrySafe Sexual Abuse Awareness Training videos and quiz. The training videos total about 2 hours and the quiz takes about 15 minutes to complete.

#### STEP 4 - (continued)

Sexual Abuse Awareness Training certificates are valid for one year for all volunteers.

**NOTE!** If you previously completed the MinistrySafe Sexual Abuse Awareness Training with another organization you may submit a current and valid MinistrySafe Certificate of Completion that meets each of the following criteria.

- Training Code #YC 060034
- Score of 70% or higher
- Completion date within one year of your upcoming Super Summer session.
- Submit the certificate of completion to [volunteer@supersummer.com](mailto:volunteer@supersummer.com) upon application.

## VOLUNTEER STAFF PORTAL

You may notice employment terms dispersed throughout the application process. This side of the system is intended for the management of both employment and volunteer service. [Service on Administrative, Executive, and Support Staff is non-paid, volunteer service.](#)

### HOW TO ACCESS THE ONLINE PORTAL

[supersummer.com](http://supersummer.com) > **LOGIN** > **SIGN IN**

**EXISTING ACCOUNT:** If you were a registered participant, group leader or Executive Staff member in previous years you already have an account! Your username is your email address and your password is the password that you created at the time of set up. Click ***forgot your password?*** if you need to reset your password.

**CREATE NEW ACCOUNT:** If you have never created an account with Super Summer, please create an account in order to move forward.

### MY ACCOUNT DASHBOARD

View and Manage Applications/References

On the right side underneath LINKS, click Apply Now

#### STEP 5 - **Executive Staff Assignment**

Upon completion of the criminal background check (with clear results) and sexual abuse awareness training (passing score), applicants who are selected for service will receive an assignment email with a link to complete the following:

- Update Personal Information
- Verification of Assignment
- Terms and Conditions

#### STEP 6 - **Executive Staff Onboarding**

Upon acceptance of an assignment, Executive Staff will receive an email with a link to complete the following onboarding steps:

- Policy Manual
- Terms and Conditions
- Medical Terms

**APPLICATIONS** may be accessed as many times as needed between the time started and the time submitted. Changes cannot be made to the application once the application is submitted. Don't forget to upload a profile photo of yourself!

**REFERENCE FORMS** are automatically emailed to the references listed on the application at the time that the application is submitted. References may be managed (additions, corrections - resend email) from the *HR Dashboard*. Notify all references to expect a reference form via email and encourage them to complete the form upon receipt.

### EMPLOYMENT OFFERS

(aka **Volunteer Assignment**) will be sent to those selected to serve on Administrative, Executive, and Support Staff. Offers include updates to Personal Information, Volunteer Assignment details, Terms and Conditions, and Review.

### EMPLOYMENT FORMS

(aka **Volunteer Forms**) will be emailed upon accepting a Volunteer Assignment. The forms included are Policy Manual review, Medical Terms, and Terms and Conditions.

# IMPORTANT DATES

<b>Executive Staff Application Deadline</b>	Monday, December 6, 2022
<b>Executive Staff Assignment Release</b>	January, 2022
<b>Admin Staff Training</b>	Saturday, March 26, 2022 Friday, April 1 - Saturday, April 2, 2022
<b>Executive Staff Training</b>	Friday, April 1 - Saturday, April 2, 2022
<b>Campus Fee Due</b>	Monday, May 2, 2022

## TEAM LEADER TRAINING WEEKEND

### Session 1: Howard Payne University

June 4–6, 2022

### Session 2: Dallas Baptist University

June 18–20, 2022

### Session 3: Dallas Baptist University

June 25–27, 2022

### Session 4: Wayland Baptist University

July 9–11, 2022

## SUPER SUMMER SESSIONS

### Session 1: Howard Payne University

June 6–10, 2022

### Session 2: Dallas Baptist University

June 20–24, 2022

### Session 3: Dallas Baptist University

June 27–July 1, 2022

### Session 4: Wayland Baptist University

July 11–15, 2022

# EXECUTIVE STAFF TRAINING

**WHO:** Assistant Directors, School Coordinators, Merchandise Directors, Team Building Directors (Administrative Staff), and all Deans, Assistant Deans, Team Leader Coordinators, and School Music/Worship Leaders (Executive Staff)

**WHAT:** Training Sessions

**WHERE:** Virtual

# TEAM LEADER TRAINING WEEKEND

**WHO:** Administrative Staff, Executive Staff, Support Staff, and Team Leaders

**WHAT:** Training, Preparation, and Worship

**WHEN/WHERE:** Check-in is from 3:30 PM – 4:30 PM on the Saturday of your designated Team Leader Training Weekend

# CHILDREN AND SPOUSES

**Attendance:** Children below the age of Super Summer students are NOT allowed to accompany parents to Super Summer. Likewise, spouses are NOT allowed to accompany staff unless they have completed an Executive Staff Application and have been assigned a position to serve.

**Registration Discount:** Staff children enrolled in one of the Super Summer schools are eligible for a discount equal to \$100.00 off of the appropriate registration fee (according to date registered). Staff spouses are also eligible for a discount equal to \$100.00 off of their registration if they are serving as a Team Leader. Use CODE: **ExecFamily22** at the time of registration. Normal Team Leader requirements apply to spouses serving as Team Leaders. Team Leader spouses will NOT be housed with Executive Staff. Staff spouses wishing to serve in an Executive Staff position MUST complete and submit an Executive Staff Application and be approved for assignment to Executive Staff.

# EXPENSES

A campus fee in the amount of \$129.00 will be applied to the accounts of all volunteers assigned to Administrative Staff, Executive Staff, and Support Staff. Fees will be applied to accounts beginning on April 18, 2022 and are due by May 2, 2022. Payments are accepted via electronic check (checking or savings account). By having the volunteer pay the campus fee (which pays for housing and food), this reduces the cost for students.

All travel and incidental expenses to, from, and while at Super Summer are the responsibility of the individual.

# ROLE DESCRIPTIONS

## ASSISTANT DEAN

The Assistant Dean is the co-teacher with the Dean of the individual school. The Assistant Dean also works with the Team Building Director to coordinate the team building activities for the individual school for the week.

## ASSISTANT DIRECTOR

Three Assistant Directors are appointed to serve at each session of Super Summer. The Assistant Directors lead, serve, and equip the Executive Staff, Team Leaders, and Students during the week. The Assistant Director of *Schools* works directly with the School staff to encourage them through the week. The Assistant Director of *Support Staff* works directly with the Team Building Director, Merchandise Director, Security Staff, Medical Staff, and Office Staff. The Assistant Director of *Programming* works directly with the Stage Guests to plan corporate services for the week.

## TEAM BUILDING DIRECTOR (FORMERLY B.E. TEAM DIRECTOR)

The Team Building Director is responsible for the coordination of team building activities. The Team Building Director works directly with the Assistant Director of Support Staff and the Assistant Deans of each individual school. The Team Building Director coordinates the Team Builders to fulfill responsibilities during the week of Super Summer.

## TEAM BUILDERS (FORMERLY B.E. TEAM)

The Team Builders works directly with the Team Building Director to facilitate team building activities. The Team Builders serve as liaisons to each individual school by providing instruction and encouragement, assists in unloading and loading the Super Summer truck and other various tasks during the week.

## **DEAN**

The Dean is the leader of the individual school who works in cooperation with the Assistant Dean. The Dean is primarily responsible for the teaching and direction of the school.

## **MEDIA STAFF**

The Media Staff sets up and runs all audio/visual media for general sessions, captures video and images of each session and produces digital downloads for purchase by attendees.

## **MEDICAL ASSISTANT**

The medical assistant serves the Medical Staff by sitting with ill/injured attendees in the clinic during Team Building activities and meal times. Medical assistants accompany church group leaders in transporting ill/injured attendees to seek off-campus medical attention.

## **MEDICAL STAFF**

Two or more of the Medical Staff must be licensed or certified medical professionals in order to have a full Medical Staff at each session of Super Summer. The Medical Staff responsibilities include but are not limited to being “on call” during the week of Super Summer to assess, treat and/or refer medical complaints for outside treatment. Medical Staff also manages the collection and administration of medication.

## **MERCH DIRECTOR**

The Merch Director is directly accountable to the Super Summer Merchandise Coordinator. The Merchandise Director leads a staff of volunteers to promote an attitude of service by selling merchandise at the Super Summer Shirt Shop and concessions during the week of Super Summer.

## **MERCH STAFF**

Merch Staff members work together under the supervision of the Merchandise Director with an attitude of service to manage the merchandise sold in the Super Summer Shirt Shop and concessions.

## **OFFICE MANAGER**

The Office Manager oversees the tasks and responsibilities of the Office Staff. Responsibilities include setting up the office, ensuring that the office is stocked with supplies, preparations for attendee check-in, typing general session timelines and maintenance of a welcoming and helpful atmosphere for all who enter.

## **OFFICE STAFF**

The Office Staff prepares for the arrival of all attendees and serve as troubleshooters and “runners” during the session. Office Staff members assist all staff to meet the various administrative needs that arise.

## **SCHOOL COORDINATOR**

The School Coordinators work with the Office Staff to prepare for the arrival of all attendees by preparing curriculum and setting up check-in areas. School Coordinators work alongside the Assistant Directors to communicate schedules and schedule changes to schools and they lead, serve, and equip the Team Leader Coordinators to carry out their roles in the schools.

## **SCHOOL MUSIC/WORSHIP LEADER**

The School Music/Worship Leader serves as the worship leader for the individual school. The School Music/Worship Leader works alongside the Team Leader Coordinator to support and encourage the Team Leaders and works alongside the Assistant Dean to facilitate B.E. Team activity assignments for the school.

## **SECURITY STAFF**

The Security Staff monitors the overall safety of all attendees while on campus. Tasks include but are not limited to the coordination of vehicle traffic flow during check-in, pedestrian safety during transitions between scheduled activities and breaks, assisting with dorm lock-out and lights-out and transportation of staff and injured attendees.

## **TEAM LEADER COORDINATOR**

The Team Leader Coordinator is the primary caretaker of Team Leaders and the secondary caretaker of Students in the schools. Responsibilities include communication of Team Leader and Student needs to School Coordinators, Team Leader partner assignments, family group assignments, attendance check, assistance with discipline and counseling referrals.

## **TREASURER**

The Treasurer is responsible for maintaining accurate records of cash inflow/outflow for the session. Responsibilities include handling cash used for merchandise start-up funds, disbursing credit cards and retaining receipts for purchases, and preparing bank deposits

