



SUPER SUMMER

EXECUTIVE STAFF APPLICATION INFORMATION, 2024

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A NOTE FROM JASON

Whether you will teach or set up audio equipment or put bandaids on students or anything in between, you will be part of teaching students to Know & Share The Gospel. We want to see students sharing the gospel and it brings us great joy knowing you want that too! I am grateful for each one of you and honored to join you in your sacrifice for this worthy, everlasting, Kingdom-growing work.

*Knowing & Sharing The Gospel,
Jason Richards
Director, Super Summer*

APPLICATION PROCESS

HOW TO ACCESS THE ONLINE PORTAL

supersummer.com/serve

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

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

*Completed applications do not automatically result in assignments.

STEP 1 - Executive Staff Application

Fill out the application before Wednesday, January 10, 2024 for priority placement. NOTE! The application can be saved and returned to. However, if left unattended it may refresh and lose your place. Changes cannot be made to the application upon submission. [Click here](#) to check your application progress.

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
- Ministerial 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.

REFERENCE FORMS are automatically emailed to the references listed on the application at the time that the application is submitted. Notify all references to expect a reference form via email and encourage them to complete the form upon receipt.

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. 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

If you have any questions during the application process, please contact volunteer@supersummer.com

- Completion date within one year of the last day of your upcoming Super Summer session.
- Submit the certificate of completion to volunteer@supersummer.com upon application.

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:

- 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:

- Medical Form
- Payment
- Policies & procedures for preventing abuse & neglect

[Click here](#) to check your application progress.

IMPORTANT DATES

Executive Staff Priority Placement Deadline..... Monday, January 10, 2024

Executive Staff Assignment Release..... February, 2024

Admin Staff Training..... Friday, April 5, 2024

Executive Staff Training..... Friday, April 5 - Saturday, April 6, 2024

Staff Fee Due..... Monday, June 3, 2024

SUPER SUMMER SESSIONS

Session 1: Dallas Baptist University
June 17-21, 2024

Session 2: Dallas Baptist University
June 24-28, 2024

TEAM LEADER TRAINING WEEKEND

Session 1: Dallas Baptist University
June 15-17, 2024

Session 2: Dallas Baptist University
June 22-24, 2024

ADMIN STAFF TRAINING

WHO: Assistant Directors, School Coordinators, Merchandise Directors, Team Building Directors

WHERE: Dallas Baptist University

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 Worship Leaders

WHERE: Dallas Baptist University

TEAM LEADER TRAINING WEEKEND

WHO: Admin Staff, Executive Staff (School Staff & Support Staff), and Team Leaders

WHAT: Training, Preparation, and Worship

WHEN: Check-in is on the Saturday before your designated session

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. Email registration@supersummer.com for the code. 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 Staff Fee in the amount of \$149.00 will be applied to the accounts of all volunteers assigned to Administrative Staff, Executive Staff, and Support Staff. Fees will be applied to accounts and are due by June 3, 2024. Payments are accepted via electronic check (checking or savings account) or credit card. By having the volunteer pay the Staff Fee, 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 (ADean)

The Assistant Deans are led by the Deans of their individual schools. The ADean will be a co-teacher with the Dean of the individual school. The ADean will also work closely with the Team Leader Coordinator (TLC) and School Worship Leader (SWL), and assist them with requests or problems that arise as they fulfill their responsibilities.

ASSISTANT DIRECTOR (AD)

Three Assistant Directors will be appointed to serve at each session of Super Summer. Their primary responsibility is to lead, serve, and equip the remainder of the Executive Staff under the supervision of the Session Coordinator. ADs will have responsibilities prior to, during, and after Super Summer. The Assistant Director of **Schools** works directly with the School

staff and School Coordinators to ensure that each School's staff is equipped and prepared to lead their schools. The Assistant Director of **Support** is the point of contact for Merch and Team Building, and leads the Medical Staff and Safety Patrol. The primary responsibility of the Assistant Director of Support Staff is to ensure that each Support Staff is equipped and prepared. The Assistant Director of **Program** leads the Media Staff, Program Staff, and Stage Guests to ensure the program of campus-wide gatherings are being executed well. ADs are a part of Admin Staff and are required to attend Admin Staff Training.

DEAN

The Dean will serve as the leader of their individual school, working in cooperation with the Assistant Dean. The Dean is ultimately responsible for the teaching, activities, events, and direction of the school.

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

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 role of the Merch Director is to oversee the Shirt Shop and Concessions, handle money pick ups and drop offs with the Treasurer, and lead the Merch Staff. Merch Directors are a part of Admin Staff and are required to attend Admin Staff Training.

MERCH STAFF

Merch Staff members work together under the supervision of the Merch 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. It is preferred for Office Managers to arrive on Friday with the Session Coordinator.

OFFICE STAFF

The Office Staff prepares for the arrival of all attendees and serve as troubleshooters and "runners" during the session by helping maintain an efficient atmosphere and to fulfill office responsibilities during Super Summer. Office Staff members assist all staff to meet the various administrative needs that arise.

PROGRAM STAFF

The Program Staff sets up and runs all elements for large group gatherings during Team Leader Training Weekend and Super Summer week.

SCHOOL COORDINATOR (SCo)

The most important job for SCo is to train, equip, and support TLCs while they train TLs as well as facilitate the needs of the schools assigned to them. SCo are a part of Admin Staff and are required to attend Admin Staff Training.

SCHOOL WORSHIP LEADER (SWL)

The School Worship Leader serves as the worship leader for the individual school. SWLs will need to be skilled in vocals and an instrument. SWLs must bring their own instrument to Super Summer.

SAFETY PATROL (formerly Security Staff)

The Safety Patrol 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 BUILDING DIRECTOR

The role of the Team Building Director is to oversee the Team Building times (including Team Building Training and Team Building on Tuesday through Thursday) and lead the Team Building Staff. Team Building Directors are a part of Admin Staff and are required to attend Admin Staff Training.

TEAM BUILDING STAFF

The Team Building Staff works directly with the Team Building Director to facilitate Team Building activities.

TEAM LEADER COORDINATOR (TLC)

TLCs will be responsible for coordinating responsibilities of Team Leaders (TLs) and helping them complete their duties efficiently and responsibly. Responsibilities include communication of Team Leader and Student needs to School Coordinators, Team Leader partner assignments, Team assignments, attendance check, assistance with discipline, etc.

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 for the end of the session.

