



2018 SUPER SUMMER

**EXECUTIVE STAFF APPLICATION INFORMATION**

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## A NOTE FROM JASON

*We were amazed last year as the Spirit gave a fresh wind to an ancient vision. Together, we teach students to know and share the gospel. Thank you for your sacrifices under that vision.*

*As you consider that work, know that we come alongside you in setting the example for students in personal evangelism.*

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

## APPLICATION PROCESS

Make note that completed applications do not automatically result in assignments. STEPS 1-4 are required to be complete for consideration for service. **The application deadline is Sunday, December 31, 2017.** STEPS 5-6 are required to be complete within two weeks of accepting an assignment.

**NOTE!** The application is best viewed from a desktop device.

### STEP 1 - Executive Staff Application

### STEP 2 - Executive Staff Reference Forms

One reference from *each* of the following people is required. One of the references should be a person of the opposite sex.

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

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

Upon receipt 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 (every two years)

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 *two years* for all Super Summer volunteers.

## STEP 5 - Executive Staff Assignment

Upon completion of the criminal background check (with clear results) and sexual abuse awareness training (passing score) those 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:

- Form W-9 (used for accounting purposes)
- Medical Terms

# VOLUNTEER STAFF PORTAL

Welcome to a new application process! Below you will find some details that may be helpful in navigating our new online system.

You may notice employment terms dispersed throughout the new system and application process. This side of the system is intended for the management of both employment and volunteer service. Make note that service on Administrative, Executive, and Support Staff is non-paid, volunteer service.

## HOW TO ACCESS THE ONLINE PORTAL

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

**EXISTING ACCOUNT:** If you were a registered participant *or* if you registered other participants for Super Summer in 2017 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 were *not* a registered participant *or* if you did not register other participants for Super Summer in 2017 you need to create a new account.

## HR DASHBOARD

APPLY for posted roles

MANAGE Application, References, Offers and Forms

**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*.

## 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 include completion of a Form W-9 and Medical Information.

# IMPORTANT DATES

## **Executive Staff Application Deadline**

Sunday, December 31, 2017

## **Executive Staff Assignment Release**

mid-late January, 2018

## **Executive Staff Training (Admin)**

Sunday, April 8 – Tuesday, April 10, 2018

## **Executive Staff Training (Exec)**

Monday, April 9 – Tuesday, April 10, 2018

## **TEAM LEADER TRAINING WEEKEND**

### **Session 1: East Texas Baptist University**

Saturday, June 9 – Monday, June 11, 2018

### **Session 2: Hardin-Simmons University**

Saturday, June 9 – Monday, June 11, 2018

### **Session 3: University of Mary Hardin-Baylor**

Saturday, June 16 – Monday, June 18, 2018

### **Session 4: Dallas Baptist University**

Saturday, June 16 – Monday, June 18, 2018

### **Session 5: Howard Payne University**

Saturday, June 23 – Monday, June 25, 2018

### **Session 6: Hardin-Simmons University**

Saturday, July 7 – Monday, July 9, 2018

## **SUPER SUMMER SESSIONS**

### **Session 1: East Texas Baptist University**

June 11-15, 2018

### **Session 2: Hardin-Simmons University**

June 11-15, 2018

### **Session 3: University of Mary Hardin-Baylor**

June 18-22, 2018

### **Session 4: Dallas Baptist University**

June 18-22, 2018

### **Session 5: Howard Payne University**

June 25-29, 2018

### **Session 6: Hardin-Simmons University**

July 9-13, 2018

## **SUPER SUMMER REGISTRATION DEADLINES**

**Early:** January 2 – March 31, 2018 | \$299.00

**Regular:** April 1 – April 30, 2018 | \$349.00

**Late:** after April 30, 2018 | \$389.00

**NEW this year!** Registration closes two weeks prior to each event in order to ensure that Background Checks and Sexual Abuse Awareness Training are completed in a timely manner.

### **Sessions 1 East Texas Baptist University and 2 Hardin-Simmons University:**

Registration Deadline – Sunday, May 27, 2018

### **Sessions 3 University of Mary Hardin-Baylor and 4 Dallas Baptist University:**

Registration Deadline – Sunday, June 3, 2018

### **Session 5 Howard Payne University:**

Registration Deadline – Sunday, June 10, 2018

### **Session 6 Hardin-Simmons University:**

Registration Deadline – Sunday, June 24, 2018

# EXECUTIVE STAFF TRAINING

**WHO:** Required attendance for all Assistant Directors, School Coordinators, Athletic Directors, and Merchandise Directors (Administrative Staff) and all Teaching Staff Partners, Deans, Assistant Deans, Team Leader Coordinators, and School Music/Worship Leaders (Executive Staff)

**WHAT:** Training and Worship Sessions

**WHEN:** Administrative Staff – Sunday, April 8 – Tuesday, April 10, 2018

Executive Staff – Monday, April 9 – Tuesday, April 10, 2018

**WHERE:** Columbus Avenue Baptist Church, Waco, Texas

**FLYING:** Email a copy of your flight itinerary to Lindsey Brown, [lindsey@supersummer.com](mailto:lindsey@supersummer.com). Each individual who flies is eligible for a \$100 travel stipend. Individual must sign in at EST Registration and live outside a 100-mile radius of EST location to receive a travel stipend.

**DRIVING:** One driver of each car(pool) is eligible for a \$75 travel stipend. Driver must sign in at EST Registration and live outside a 100-mile radius of EST location to receive a travel stipend.

# TEAM LEADER TRAINING WEEKEND

**WHO:** Required attendance for all Administrative Staff, Executive Staff, Support Staff and Team Leaders

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

**WHEN/WHERE:** Executive Staff check-in is 1:00 PM - 2:00 PM on the Saturday of Team Leader Training Weekend

Session 1: **East Texas Baptist University** | Saturday, June 9 – Monday, June 11, 2018

Session 2: **Hardin-Simmons University** | Saturday, June 9 – Monday, June 11, 2018

Session 3: **University of Mary Hardin-Baylor** | Saturday, June 16 – Monday, June 18, 2018

Session 4: **Dallas Baptist University** | Saturday, June 16 – Monday, June 18, 2018

Session 5: **Howard Payne University** | Saturday, June 23 – Monday, June 25, 2018

Session 6: **Hardin-Simmons University** | Saturday, July 7 – Monday, July 9, 2018

# SUPER SUMMER SESSIONS

Session 1: **East Texas Baptist University** | June 11-15, 2018

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# 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 \$125.00 off of the appropriate registration fee (according to date registered). Staff spouses are also eligible for a discount equal to \$125.00 off of their registration if they are serving as a Team Leader. Use CODE: **ThankYou18** 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 appointment to Executive Staff.

# EXPENSES

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 Athletic Director to coordinate the team building activities for the individual school for the week.

## ASSISTANT DIRECTOR

Two 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 Schools and Stage Guests to help encourage and assist in the programming of the week. The Assistant Director of *Support Staff* works directly with the Athletic Director, Merchandise Director, Security Staff, Medical Staff, and Office Staff.

## ATHLETIC DIRECTOR

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

## ATHLETIC STAFF

The Athletic Staff works directly with the Athletic Director to facilitate team building activities during recreation. The Athletic Staff 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 recreation and meal times. Medical assistants accompany church contact persons 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 treat any medical situations that may arise and manage and dispense medications.

## **MERCHANDISE DIRECTOR**

The Merchandise 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.

## **MERCHANDISE STAFF**

Merchandise 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 staff evaluations 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.

## **PHOTOGRAPHER**

The Photographer is a member of the Media Staff who documents the story of each session through photography

## **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 recreation 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 for the end of the session.

