# Student Staff Job Description

Paradise Valley and Cave Creek Young Life

In the Paradise Valley and Cave Creek Young Life area we expect a lot from our great volunteer leaders and we expect even more from those on Student Staff. Our Student Staff have completed new leader training and at least one full year of successful volunteer leading experience. Student Staff must fill one of the following roles: 1) senior leader on a team, 2) help start a new club, 3) lead at two schools, ex: the Young Life club *and* the Wyldlife club that leads into it in order to bridge the gap. Below are some of expectations of Student Staff.

|  |  |  |
| --- | --- | --- |
|  | Volunteer | Student Staff |
| *Contact Work* | * 1x / week (any form)
 | * 2x / week on campus
* 1x / week one-on-one with student
* Aim to bring another leader with you for all contact work
 |
| *Club* | * Standard leading
 | * Check-in with leaders two days before to see how you can help
* First one there, last to leave
* Extra prep on all activities (music, mixer, games, announcements, skit, talks, etc.)
* Assist with All Area clubs and activities
 |
| *Campaigners* | * Standard leading
 | * Make sure all leaders are prepared
* Extra prep on all aspects
 |
| *Camp* | * Attend weekend and summer camp
 | * Attend weekend and summer camp
* Handle club camp sign-ups, finances, fundraising, and accounting
* Lead and organize work weekends
* Possible weekend camp and summer camp assignments
 |
| *Training* | * Monthly All Area Meetings
 | * Monthly All Area meetings
* Monthly Region Student Staff Training
* Bi-Weekly Office meetings and meeting with AD
 |
| *Other* | - | * Fundraise all of your salary, keep 2-3 months ahead while consistently thanking donors
* Must be in college and maintain good grades (~3.0GPA)
* No other job allowed (perhaps occasional jobs like babysitting)
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After an initial meeting with the Area Director, at least one committee member will meet the candidate and then the Student Staff individual will begin fundraising and will begin to get paid once 2-3 months of funds are fully received.

**PV&CC YL Student Staff Meeting Check-In Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Notes |
| *Contact Work* | I went on campus twice in the last week |  |  |  |
| I met one-on-one with a student in the last week |  |  |  |
| I tried to bring another leader with me to do contact work |  |  |  |
| *Club* | I checked-in with my leaders two days before club to see how I could help |  |  |  |
| I was the first one to club, and the last to leave |  |  |  |
| I feel that I put in extra prep on all my activities for club (music, mixer, games, announcements, skit, talks, etc.) |  |  |  |
| *Campaigners* | I made sure all leaders are prepared |  |  |  |
| I feel that I put in extra prep on all my activities for campaigners (Bible prep, food, signing, etc.) |  |  |  |
| *Camp* | All club camp sign-ups, finances, fundraising, and accounting are on track |  |  |  |
| *Training* | I attended our monthly All Area meetings |  |  |  |
| I attended and did the HW for monthly Region Student Staff Training  |  |  |  |
| *Other* | My fundraising balance is 2-3 months “ahead” |  |  |  |
| I updated and/or thanked my donors last month  |  |  |  |
| I am maintaining good grades (~3.0GPA) |  |  |  |

One thing that is going great:

One thing that could use some help: