

STREETLEADER CONTRACT - ASP 2009/2010

A. Time Commitment

Regular shift:

September through May: StreetLeaders will be scheduled to work 1 or 2 afternoons per week. StreetLeaders should arrive at camp as soon as possible after school and stay until cleanup is finished (about 6:15PM)

Team Meetings:

Once per month, there will be a mandatory Team Meeting held at your program site for 30 minutes after the end of camp.

StreetLeader Nights:

There will be one StreetLeader Night per month throughout the school year, and they're lots of fun! StreetLeaders are encouraged to attend all events if possible, but are permitted to miss 2 StreetLeader Nights per semester. StreetLeader Nights with a leadership training topic are always mandatory.

B. Work Ethic

The StreetLeader program is a job and leadership training program and therefore StreetLeaders are expected to strive towards developing a positive and strong work ethic. The work ethic you display as a StreetLeader will affect (positively or negatively) future references and hiring. StreetLeaders are expected to:

- Fully participate in any task or aspect of camp to which they have been assigned.
- Focus on the children at all times during program (i.e., supervising, helping, playing and disciplining), especially when they have not been assigned to any other task.
- Respect authority and cooperate with the TeamLeader, Camp Director and StreetLeader Director. Work in unity with other staff and StreetLeaders.
- Arrive at camp on time, sign in and out each day, start work once signed in, and stay at work during work hours (no breaks, phone calls, or leaving the program site unless approved by the Director).

a. Late Days - If you need to be late, you must get verbal permission from your TeamLeader or Site Director as early as possible.

b. Sick/Homework Days - All sick/homework days must be reported ahead of time (before 10:00 am) to your Site Director on their camp cellphone. StreetLeaders may only take up to 2 sick/homework days per semester (3 if they work twice a week) without affecting their stipend. Remember, you are an important part of camp! Please use sick/homework days only if needed.

c. Other legitimate absence – You must get the StreetLeader Director's permission at least one week in advance if you must be absent for reasons you know about ahead of time, such as school events, family vacation, or extended illness. These absences may result in a stipend adjustment.

d. Quitting - If you decide to quit, you must give written notice at least two weeks prior to your last working day. This includes situations where a StreetLeader who works two days per week wishes to cut back to only one day per week.

- Attend all mandatory meetings and training sessions.
- Keep the StreetLeader Director informed of their current e-mail address. StreetLeaders must check their e-mail a minimum of once per week.

C. Uniforms

StreetLeaders must wear proper shoes with closed toes and closed heels at all times while at work. No other uniform is required, but StreetLeaders are expected to dress appropriately for work with children (i.e., no inappropriate language or graphics, no inappropriately revealing clothing, etc.)

D. Conduct

StreetLeaders are hired to be positive role models for the children they come in contact with. Being a role model involves more than just the time you spend at camp, it involves your lifestyle as a whole. Specific lifestyle expectations include:

- *No smoking during your shift or break.*
 - *Do not bring cigarettes to any UrbanPromise activity or program site.*
- *No illegal activities at any time, either at UrbanPromise or elsewhere.*
i.e., no underage drinking or drunkenness, no illegal drugs, no other crime
- *Strive to be a positive role model for children, your peers, and your elders in your language and behaviour at all times: at UrbanPromise, at school, in your community, and online.*

We expect that UrbanPromise will be a fun and safe place both for the children and staff. There is zero tolerance for incidents involving inappropriate physical or sexual contact (i.e. hitting or inappropriately touching a child or staff person), and for incidents involving verbal violence (i.e. putdowns, inappropriate threats). Incidents involving these actions may result in immediate dismissal of the StreetLeader from the program. StreetLeaders who witness or who are involved in such an incident must report it immediately to a supervisor.

E. Evaluations and Feedback

The TeamLeader, Site Director, StreetLeader Director and adult volunteers will give StreetLeaders informal feedback throughout the school year. Feedback is always intended to help StreetLeaders develop as leaders and to equip them to do their job better, it is never intended as a putdown. If feedback is given repeatedly and no change is made, warnings will be given (see below, "Consequences").

StreetLeaders will meet individually with their TeamLeader or another supervisor at least twice per semester for evaluations, feedback and/or goal setting. Evaluations are based on the following criteria: attitude, co-operation with staff, dependability, enthusiasm, initiative, interaction with children, positive influence, punctuality and safety.

F. Consequences

Incidents involving work ethic, job descriptions, uniforms, absences, lateness, negative behavior or communication and conflict will be handled in the following manner:

First warning – Written warning from TeamLeader; StreetLeader Director and Site Director notified.

Second warning – Written warning from TeamLeader, StreetLeader Director and Site Director involved, parents notified.

Third warning – Meeting with StreetLeader Director, TeamLeader and/or Site Director. During this meeting, the StreetLeader Director will clearly outline the next steps. Parents notified.

An immediate third warning may be issued (i.e., the first and second warnings may be skipped) in response to serious incidents, such as when the safety of children or leaders has been put at risk.

G. Stipends

- Although being a StreetLeader is a volunteer position, StreetLeaders are given stipends as “thank-you money.” Stipends will be paid out during the last week of the ASP semester (December and May).
- If a StreetLeader works one day per week, the stipend will be as follows per semester:
 - Grade 9/10 : \$75
 - Grade 11: \$125
 - Grade 12: \$150
- If a StreetLeader works two days per week, the amount listed above will be doubled.
- Stipends may be adjusted at the discretion of the StreetLeader Director if the StreetLeader has multiple absences.
- StreetLeaders are not eligible to receive a stipend if they have worked fewer than four shifts.

H. Your Commitment

As a StreetLeader, a volunteer with UrbanPromise, I agree to abide by the guidelines and policies of UrbanPromise Ministries. I agree to strive to do my best in all areas of my life, to be committed to my job and community, and to seek to be a positive role model at all times. I have read the preceding policies and understand that I will be held accountable to them while I am working as a StreetLeader. I also understand that the consequences for breaking my contract may result in dismissal from the StreetLeader program.

I, _____, have read the entire StreetLeader Contract – ASP 2009/2010 and agree to the standards that it sets out.

Signature: _____ Date: _____

Parent’s Signature: _____ Date: _____

Parental Consent Form StreetLeader Program – ASP 2009/2010

- ***I give permission for my child (named below) to participate in the StreetLeader Program sponsored by UrbanPromise Ministries. I will support my child's commitment to attendance, punctuality, good work ethic and leadership development in the StreetLeader program.***
- I understand that my child will be invited to StreetLeader events. StreetLeaders are responsible for communicating with their parent/guardian about their participation in UrbanPromise activities and events.
- I agree that if my child is not allowed to attend a StreetLeader event or activity, I will take responsibility for communicating that information to my child and for making sure that she/he understands my wishes. I will not hold UrbanPromise responsible if my child attends a StreetLeader event or activity against my wishes.
- I understand that UrbanPromise is not responsible for my child until and unless he/she arrives at the program site. Neither is UrbanPromise responsible for my child once he/she has left the program site.
- If vehicle transportation is needed, StreetLeaders may be transported by a chartered bus, an UrbanPromise vehicle with approved drivers, or public transit accompanied by an UrbanPromise staff member, intern, or TeamLeader (peer supervisor).
- In the event of a medical emergency, I understand that an effort will be made to reach me. However, I do give permission for the staff of this program to authorize emergency medical care for my child.
- I understand the risks involved in this program and that the staff will exercise all reasonable care for my child. I will not hold UrbanPromise Ministries, First Christian Reformed Church of Vancouver, Grandview Baptist Church, Whalley Presbyterian Church, or co-operating organizations, their staff or representatives responsible from any and all claims resulting from injury or damage that may be sustained by my child.
- I understand that UrbanPromise's programs include Christian education.
- I give permission for my child's picture and name to appear in UrbanPromise promotional materials and newsletters. (Please check here if you do not give permission for this point:)
- I give permission for my child to use the internet on UrbanPromise computers. (Please check here if you do not give permission for this point:)

Parent/Guardian's name (printed): _____

Signature: _____

Date: _____

StreetLeader's name (printed): _____

Signature: _____

Date: _____