

BTM Student Center Supervisor Position Description

“A cheerful heart is good medicine...” – Proverbs 17:22

Job Title:

Student Center Supervisor (SCS)

Location:

Bridge Tutorial Ministries Student Center at Belcroft Church, Bowie, MD

Time/Terms:

Every Tuesday or Thursday from September - May on in-class days only

Contact:

BTM Leadership Team email: btmlleadershipteam@gmail.com

Student Center Supervisor Perks/Benefits

Because this is such a huge commitment and a major need for the consistency within the Student Center, BTM Leadership Team is offering the following perks/benefits to the Student Center Supervisors for the school year they are serving:

- * Supervisors will not have to pay the registration fee.
- * Supervisors will be able to register early, after tutors.
- * Supervisors will not have to sign up for regular Designated Parent duty.
- * Supervisors will not have to pay the Student Center Fee.
- * Supervisors will be paid approximately \$787.50 each for the academic year for a 2-person team with 45 families paying the Student Center Fee. A small reserve will be held in case there is an emergency and LT must hire someone for a day or more if a Student Center Supervisor is not available.
- * Supervisors will be compensated quarterly or will receive 1/3 payments throughout the year.
- * If there is a reserve at the end of the school year, supervisors will split the reserves.

About the role:

The middle and high school years can be full of uncertainties, stress, and lots of emotional roller coasters. As a Student Center Supervisor, you are in an awesome position to add joy to the hearts of the BTM students. **Be Creative** in the ways you show God's love towards them while they are in the Student Center; **Have Fun** as you get to know BTM's wonderful students; And, **Be Blessed** by the love they will show you!

Responsibilities & Requirements:

1. Must be 21 or older.

2. Must be able to Communicate well:

- Communication with students. Creating an environment where students feel safe and loved will not only help with student morale, but it will encourage them to listen and follow the student center policies.
- Communication between Student Center Supervisors. Keeping the lines of communication open amongst team members, will help the year run smoothly. Please, exchange cell phone numbers so that you may be able to reach each other as needed. There will also be a member of the Leadership Team (LT) available in the building in case you need assistance. The LT's cell numbers are listed in the Student Center Team binder.
- Communication with Student Center Volunteers. Being able to communicate with each other is key. In case of an emergency, team members need to be able to work together to ensure coverage for every BTM class day.

3. Must be able to assist with the safety of all students:

- Students should be in their class or in the Student Center. For the safety and protection of everyone, students should not be roaming around the building, inside or out, unsupervised. All external doors, except the front doors, will be closed and locked from the outside.
- Students may only be outside if they are supervised by a parent. The Student Center Team may enlist other parents to supervise students outside, especially during the warmer months. Please, let LT know which parents have signed up and what day so that we can make sure students outside are supervised. Students should never be behind the building or in the woods.

4. Must be familiar with BTM's policies and be able to gently enforce when necessary.

5. Must be willing to assist leadership team with set up and clean up:

- Set Up/Morning: Due to the amount of set up in the morning, it is crucial that you arrive by 9 AM. Feel free to ask available students to assist with setting up the tables and chairs in the student center and classrooms. As well as, checking the bathrooms on your floor level to make sure they are tidy, toilets are flushed, and there is enough paper towels and toilet paper.
- Clean Up/End of Day: Student Center Supervisors need to plan on staying until all students are upstairs (after 3:30PM). There should be no students in the student center during 6th period, unless they are helping, which will allow SC Supervisors to clean the student center. Please, enlist a group of students to assist. Cleaning consists of the following areas: student center, kitchen, bathrooms, classrooms, trash & recycling.

***Additional Information:**

Student Incentives & Service Hours

The Student Center Supervisor on duty can offer incentives (covered by BTM Leadership Team) or service hours to the students who assist in set up and/or clean up. This is strongly encouraged.