

NETwork Ministries

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2 August 2023

Dear StreetLeader Applicant:

StreetLeaders is NETwork Ministries leadership development program for high school students who desire to grow spiritually, serve other children and teens, learn life skills, and be discipled as followers of Jesus. Last year, we had over a dozen students that were part of this capstone focus. It's exciting to see young leaders growing in relationship with Jesus and serving in downtown Chambersburg!

As part of being accepted into this program, StreetLeaders will be employed by NETwork for an after-school job. Most StreetLeaders work directly with our after school ministries, though we do offer a few other unique positions, including Administrative Assistant, Maintenance Assistant(s), and possibly Head StreetLeader(s). We also hope to employ high school students who have interest in teaching younger kids piano, guitar, or drums.

StreetLeaders will be required to participate weekly in Meet Up, our Monday night training. The purpose of this time is to create a context where you are further encouraged and challenged spiritually in your walk with Christ, and to equip each high school student with training and skills to better serve at NETwork, in our community, and beyond. StreetLeaders are welcome to invite friends to Meet Up who are also interested in this opportunity for spiritual growth and practical life skills.

Enclosed is the 2023-2024 StreetLeader informational packet. Please read this in its entirety! Here's what's included:

- An overview of the StreetLeader Program, with a summary of program objectives and structure.
- Important, mandatory dates for StreetLeaders, in addition to working with after school programs.
- StreetLeader Application. If you want to apply to be a StreetLeader at NETwork Ministries, you must complete this and submit it to NETwork no later than **Friday, August 25th**, at 4 PM.
- The last three pages include the StreetLeader contract, which we ask all accepted applicants to read, sign, and submit, along with all other necessary paperwork.

If you should have any questions or comments concerning the StreetLeader program, application process, or orientation, please don't hesitate to contact NETwork at networkchambersburg@gmail.com or 717-264-4640.

Sincerely,
Ben, Jen, Josh, Kiara, Josh, and Barb
Staff at NETwork Ministries

Overview of the StreetLeader Program

NETwork Ministries, Chambersburg, PA

Program Objectives:

- to provide a context for StreetLeaders to grow spiritually, in Christian leadership, in life skills, and as a student
- to empower StreetLeaders to take on greater levels of leadership, responsibility, and ownership in facilitating after school ministries with children and youth in downtown Chambersburg

Spiritual Growth: We will foster spiritual growth through intentional times of worship, prayer, teaching, and life application. StreetLeaders will grow in their understanding of the Gospel and of the Bible, and be challenged to step out in prayer and in sharing the good news of Jesus. StreetLeaders will receive training on various spiritual topics, and be encouraged to participate in a variety of spiritual disciplines. Opportunities will be provided to grow in many of these areas during after school programs, at Meet Up, and more.

Academic Achievement: StreetLeaders are required to have regular attendance and positive participation at school, as well as to maintain at least a C average in each subject in school. A variety of learning opportunities through NETwork will also be provided, as well as a college visit. We want to grow StreetLeaders into life-long learners and into students who know that it's in Christ that we find the "treasures of wisdom and knowledge."

Life Management: Teaching and training will be provided on the job and at Meet Up about prayer, urban ministry, diversity, teamwork, relationships, job skills, time management, finances, CPR, college prep, and more. Because StreetLeaders are employed by NETwork, many of these skills will be required learning.

Christian Leadership: StreetLeaders will be given opportunities to lead as a Christ-like example in Kids Club, FLAVA, and with the arts ministry, and are expected to lead by example in the community too. StreetLeaders will be given the opportunity to lead various components of the after school programs and amongst their peers. We expect StreetLeaders to share each other's burdens and joys as you serve and grow together!

Structure of the Program: StreetLeaders will spend the majority of their working hours assisting with Kids Club, FLAVA, and the Arts after school ministries. NETwork Staff will determine which program each StreetLeader will work with, and how many days each StreetLeader is to work. StreetLeaders report to NETwork after school, assist during the program alongside staff and volunteers, and stay afterward to clean, organize, and debrief once programs have ended. On a regular basis, NETwork Staff will work together to give guidance to the StreetLeaders, including at our weekly Meet Up gathering. NETwork Staff will lead the weekly Meet Up gathering, as well as orientation and retreats, and may also invite local guest speakers and leaders to assist with this.

Most StreetLeaders will serve in one or more of these 3 key program areas:

Kids Club

After School Program
For Grades 1-5
Meets Monday - Thursday

The Arts

Step Team, Dance Classes
Art Classes / Art at the Park
Piano & Guitar Lessons

FLAVA

After School Program
For Grades 6-8
Meets Mon, Wed, Fri

We also hope to hire a few StreetLeaders for these roles:

Head StreetLeader

Help give leadership to SL team
Work most closely with staff
After School Program oversight
Additional responsibilities
May require more hours

Administrative Assistant

Office work & communication
Attendance & data entry
Weekly food prep for Meet Up
Stories & photos for donors
Assist w/ After School Programs

Maintenance Assistant

Yardwork & snow removal
Building & van maintenance
Odd jobs & learning opps.
Help lead others who serve
Assist w/ After School Programs

Important, Mandatory StreetLeader Dates for the Fall

NETwork Ministries, Chambersburg, PA

Application Deadline: Friday, August 25, by 4:00 PM (**2nd Day of School**)

StreetLeader Interviews: August 28-September 1, scheduled after school, between 3:00-6:00 PM

Notification of Hiring: no later than Friday, September 1

StreetLeader Orientation: Tuesday-Friday, September 5-8, 3:00-6:30 PM (Orientation is mandatory.)

After School Programs Kick Off: Monday, September 11

Monday, September 18, 6:45-8:30 PM: Meet Up

Monday, September 25, 6:45-8:30 PM: Meet Up

Monday, October 2, 6:45-8:30 PM: Meet Up

Staff away at CCDA Conference: October 4-7 (no after school programs)

Fall StreetLeader Retreat: date TBD, mandatory for StreetLeaders

Monday, October 16, 6:45-8:30 PM: Meet Up

Monday, October 23, 6:45-8:30 PM: Meet Up

Monday, October 30, 6:45-8:30 PM: Meet Up

Monday, November 6, 6:45-8:30 PM: Meet Up

Monday, November 13, 6:45-8:30 PM: Meet Up

Monday, November 20, 6:45-8:30 PM: Meet Up

Thanksgiving Break: November 23 – 28

Christmas Music Recital: Saturday, December 3, 6 PM (optional for some StreetLeaders)

Monday, December 4, 6:45-8:30 PM: Meet Up

Monday, December 11, 6:45-8:30 PM: Meet Up

StreetLeader & Volunteer Christmas Party: Monday, December 18, 7-8:30 PM

Last Day of After School Programs before Christmas: Tuesday, December 19

School Christmas Break: December 21 – January 1

January 2 – 5: Staff Prep Week (StreetLeaders may be offered limited hours)

After School Programs Start Again: Monday, January 8 (school starts Thursday, January 2)

Please make note of these dates and check with your parent(s)/guardian to make sure these dates do not conflict with anything important.

Additional Key Notes about Dates:

1. Post Christmas Dates: Additional mandatory dates for after Christmas Break will be announced no later than Thanksgiving Break, including our weekly Meet Up dates. We are also planning to schedule a mandatory overnight winter retreat for StreetLeaders in January or February. We may have more opportunities throughout the school year.

2. Work End Date: After school programs will end in mid-May, and so will employment as a StreetLeader. Some StreetLeaders may have the opportunity to continue as a StreetLeader in the summer, as needed and if they so desire, under the same contract terms. However, the hours NETwork can offer each student will most likely change for the summer. StreetLeaders who wish to work the following school year should reapply next August.

Application for Employment as a 2023-2024 StreetLeader

NETwork Ministries; Chambersburg, PA

1. Personal Information

Name _____ Address _____

E-mail _____

Home # _____ Cell # _____ Work # _____

Age ____ Date of Birth _____ Church _____

Parent/Guardian Name(s) _____ Phone # _____

2. Why do you want to be a StreetLeader?

3. What do you think makes someone excel at working with children and youth?

4. How would you be a positive influence on kids at NETwork? Do you have experience in this?

5. What do you think makes a person a good leader?

6. What are your strengths as a leader? (Please list at least three.)

7. What are several key areas where you want to grow? (Please list at least three.)

8. We have a variety of StreetLeader positions. What context would you be most interested in serving? Mark your top three with a 1, 2, and 3, and mark any other options that interest you with an X.

- | | | |
|---|--|---|
| <input type="checkbox"/> Kids Club (Grades 1-5) | <input type="checkbox"/> Piano Lessons | <input type="checkbox"/> Head StreetLeader |
| <input type="checkbox"/> FLAVA (Middle School) | <input type="checkbox"/> Guitar Lessons | <input type="checkbox"/> Administrative Assistant |
| <input type="checkbox"/> Step Team & Dance | <input type="checkbox"/> Art (classes / at the Park) | <input type="checkbox"/> Maintenance Assistant |

9. Are you involved in any extracurricular activities? (church, school, athletics, band, community)

10. What are your career goals? What do you plan to be doing 10 years from now?

11. Why should NETWORK hire you to be a StreetLeader?

12. Education.

School	Grade	Current GPA	GPA goal by graduation

13. Employment. Please list your 2 most recent places of work, if any.

Employer	Position/Duties	Supervisor	Dates

14. References. Please list 3 references that are not a part of your family.

Name	Email	Phone	Relationship

15. Additional Questions. Please circle and, if necessary, explain.

Have you ever been formally accused or convicted of physical abuse or sexual molestation? **Yes. No.**

If so, give details on a separate piece of paper.

Do you agree to allow NETWORK Ministries to do background checks? **Yes. No.**

If you were hired, would your parent/guardian be supportive of you serving at NETWORK? **Yes. No.**

By signing, I certify that all information above is true and correct. Giving false information may result in termination.

Signature of Applicant _____ Date _____

Please submit your completed application to NETWORK Ministries by **Friday, August 25th**, 4:00 PM at networkchambersburg@gmail.com or to 419 Hollywell Avenue; Chambersburg, PA 17201.

StreetLeader Contract for the 2023-2024 School Year

NETwork Ministries; Chambersburg, PA

As a StreetLeader and employee of NETwork Ministries, I agree to abide by these guidelines and policies. I agree to strive to do my best in all areas of life, to be committed to my job and my community, and to seek to be a role model at all times. If I have a conflict with someone at NETwork, I will do my best to resolve it with the help of NETwork Staff. I have read the following policies and understand that I will be held to them while I am working as a StreetLeader. I also understand that the consequences for breaking my contract may involve probation, suspension, or dismissal from the StreetLeader program.

We expect StreetLeaders to maintain a high degree of integrity in their work and in their attitude. This includes the following:

Interaction with Family:

- Try your best to maintain healthy relationships with those with whom you live.
- Be faithful to do designated household chores and maintain a clean personal space.

Interaction with Children and Staff:

- Positive verbal and non-verbal affirmation of children and staff. Show respect for children and follow a “hands-off” rule with children (no hitting, rough housing).
- No negative conduct or communication to children or staff, including name-calling, making fun of, voice tone, or attitude.
- Absolutely no harassment of any kind (verbal, sexual, emotional) of children, StreetLeaders, or staff.

Working with Supervisors & Coworkers:

- Resolve conflicts and make an effort to communicate with supervisors.
- Cooperate with and be respectful of staff, StreetLeaders, Interns and children.
- Respect the authority of NETwork Staff in decisions of discipline, program structure, etc.

Job Skills:

- Participate in all activities at work (i.e. snack, recreation, homework assistance, clean-up, discussions), fulfill the job description and put children first while at the job.
- Start work once clocked in, stay at work during work hour; this includes no breaks, no phone calls, no going to the store, etc. unless pre-approved by NETwork Staff.
- Cell phones must **not** be used while you are on the job; please let your family and close friends know this.
- Participate in mandatory StreetLeader orientation, Meet Up (weekly meeting for training & spiritual growth), and retreats.
- Absolutely no displays of verbal or physical threatening behavior towards anyone.
- No participation in illegal activities or gangs, no illegal substances (including drugs, tobacco products, and alcohol), and no weapons of any kind brought to work.

Lateness: StreetLeaders are expected and responsible for being on time. If a StreetLeader knows that they will be late, he/she is expected to communicate with a NETwork staff person prior to arriving late by texting their program director for that day and/or calling 717-264-4640, if at all possible. Failure to show up on time or to communicate may result in an infraction, as determined by NETwork staff.

Excused Absences: StreetLeaders may be excused from work for the following reasons: death in family, personal sickness that is contagious or prohibits a student from fully participating as a leader, medical emergency, or family member rushed to the hospital. These absences must be confirmed with a note from a doctor, nurse, parent, or guardian. Staff members may approve additional reasons at their discretion, though this will be done on a limited basis. All other absences must be submitted in writing and approved at least 7 days in advance or they will automatically be unexcused. In order to maintain smooth operation of after school programs, 5 absences may result in suspension or termination as an employee.

___ **Leave-of-Absence:** StreetLeaders who anticipate missing work for an extended period of time because of illness, a sports season, band, a trip, family vacation, or school-related activity must request a leave-of-absence. This must be done in writing with 2 weeks notice.

___ **Resignation:** If a StreetLeader decides to resign, he or she is expected to give at least a two-week notice. Failure to give two-weeks notice negatively affects future hiring and job recommendations.

___ **Unexcused Absences:** StreetLeaders are not allowed to miss work for any of the following reasons: babysitting, family vacation, family visiting, birth in the family, completing schoolwork projects with teachers or other students, extracurricular activities, sports games and practices, church activities, spending time with friends, mentors, family members, significant others. If a StreetLeader misses work for any of these reasons without giving 7 days notice, the absences will count as an unexcused absence. Two unexcused absences may result in immediate suspension or termination as an employee.

___ **Infractions:** At the discretion of staff members, StreetLeaders may be given an infraction for breaking any part of the contract or for failing to adequately do their job. Examples of infractions include, but are not limited to: showing up late or leaving early without 7 days notice, missing Meet Up, using your cell phone during work without permission, being off task or gossiping with other StreetLeaders rather than being focused on kids, engaging in fights, and breaking any part of this contract. Additional reasons may be included as an infraction, at the discretion of NETwork staff members. Five infractions may result in immediate suspension or termination as an employee.

___ **Clean Slate Policy:** StreetLeaders will receive a clean slate for absences and infractions, starting at Christmas Break.

___ **Local Church Support:** StreetLeaders will be asked to seek support from their home church. This may require a StreetLeader to share before their church body about their role as a StreetLeader and how they hope to grow as part of this program. Speaking in front of a church can be done alongside at least one NETwork staff person, and be coordinated with church leadership. NETwork's staff may also develop Prayer Cards for each StreetLeader, with their photo included, similar to how many churches have prayer cards for overseas missionaries they support. Support from a local church could possibly include: prayer, financial giving, encouragement, and more; each church can determine how God is leading them in this. StreetLeaders who do not have a home church will be encouraged to visit local churches and fellowship regularly, as we believe this is an important context for spiritual growth and a vital component of one's walk with Christ. Some StreetLeaders may have chances to speak with other churches and community groups throughout the year.

___ **Education:** Academic achievement is an important part of the StreetLeader program. In order to continue working at NETwork, StreetLeaders must submit their Progress Reports and Report Cards during and after each marking period. Failure to submit these will lead to an infraction. If a StreetLeader receives below a C- in any subject, he or she must attend tutoring provided in school every week or develop a plan to improve their grades. Failure to do so may result in a reduction in work hours or a suspension for the rest of the semester or until grades are improved.

___ **Extracurricular Activities:** While we're excited for high school students who are involved in other extracurricular activities, we ask that all StreetLeaders participate in no more than 1 major extracurricular activity (school sports, band, etc.) for a total of 1 season this school year, as practices, games, performances, and travel schedules directly overlap with after school program times. We need StreetLeaders who are committed and who want to make working at NETwork a priority, and we know that consistency with the programs is essential to effectively making a difference with children and youth. Playing on a basketball team in the Winter Church Sr. High Rec. League does not count, provided that being on a team does not interrupt your work schedule.

___ **Dress:** StreetLeaders are to dress comfortably and appropriately to work with children and teens. Dress needs to be fitting for games and recreation. If a StreetLeader dresses up for school, he or she should bring a

change of clothes for work, so as to not be hindered in participating in recreational and other activities. If a StreetLeader is unable to function in his or her job due to dress, they will receive an infraction and may be sent home.

___ **Photography:** Photographs of StreetLeaders will be used periodically for promotional material in NETwork’s brochures, newsletters, website, Facebook, Instagram, Twitter, in local newspapers, and in other public materials. All StreetLeaders must be willing to pose for photographs.

___ **Evaluations:** NETwork Staff may evaluate all StreetLeaders several times a year on their job performance, attitude, enthusiasm, teamwork, and more. If a StreetLeader consistently receives below average ratings, he or she may be asked to meet with NETwork Staff to develop a job improvement action plan. Failure to show progress may result in being asked to step down from the StreetLeader position.

___ **Paperwork:** StreetLeaders will be required to obtain appropriate Work Permits, and to complete and submit a W-4 form and an I-9 form during Orientation Week. StreetLeaders will be asked to open a bank account if they don’t yet have one, and will receive their pay twice a month (on or near the 15th and 30th/31st) by direct deposit to their account. StreetLeaders will be required to submit 3 background checks, in accordance with Pennsylvania laws and NETwork policies. NETwork’s full time staff can assist with this process, as needed, during orientation week.

I have read and understand the StreetLeader Contract. By signing, I (the StreetLeader) agree to abide by this contract for the 2023-2024 academic year. By signing, I (the parent/guardian) acknowledge that I am supportive of my child being a StreetLeader and working at NETwork Ministries for the 2023-2024 academic year.

Signature of StreetLeader: _____ Parent/Guardian Signature: _____ Date: _____