

Off Shift/On Shift Guidelines

When you are on shift

Your primary responsibility is to assist the dorm parent(s) in running the family. You **must** report to the dorm parent working with the family that day and let them know that you are on shift.

Some of your responsibilities will be:

Timing the bathroom and showers

Running lines

Watching rooms

Escorting kids to and from different areas

Monitoring students through out the day and referring consequences.

Etc.

When on shift, you will be required to wake up at **6:30 AM** so you will be able to assist the staff at **7 AM**.

When you are off shift

The Shift leader, the Captain, and your Dorm parent will be who you report to on your off days. You will be required to make sure that the following jobs complete when they are supposed to be.

All kitchen duties

Rooms cleaned

Laundry

Unit Jobs

Service Projects

Etc.

Off Periods

Upper levels working the family are not permitted to take any off periods. Students that are off shift are allowed to take their allowed number of off periods.

Service Status: 1 Period off.

Honor Status: 2 Periods off.

High Honor Status: 3 Periods off.

You must always be with another upper status student when taking an off period.

Activities

If you are **on shift** and there is an activity that day you will not be able to attend. That activity will be made up for those that were on shift that day.

Emotional Growth and Educational Videos

On shift students are to be with the family assisting the dorm parents during these times. They are not allowed to have free time during these videos.

Off Shift Student requirements are as follows:

Service Status: Must attend Educational video. Emotional Growth Video is **optional**.

Honor/ High Honor Status: Both Videos are **optional**.

Watching Rooms at Night

All upper status students will be responsible for watching rooms until night watch arrive regardless if you are on shift or off shift.

Facility Jobs

On shift students are not primarily responsible for doing facility jobs.

Off shift students will be responsible for facility jobs such as dishes, laundry, shoe baskets and meals to intervention or study hall.

Service Projects

On shift students should be the last option to assist in a service project.

Off shift students should be the first option to assist in a service project.

Unit Job inspections

On shift students are primarily responsible for doing unit job inspections. **Status advanced (3) students who are working** can also assist in doing room inspections.

Phone Calls

If on shift students have phone calls on a day they are on shift the captain will fill in for them until they return from there call. **Status advanced (3) students who are working** can be used as a 3rd on a phone call.

Seminars and Staffing Seminars

TBA

Laundry

On shift students are not allowed to do personal laundry when they are on shift.

Laundry is to be done on off shift days and **only** after facility laundry is done.

Doctor runs

An off **shift student** will be assigned a day in which if there is a doctor run they will be the first option to go. If a second upper status student is needed to go the shift leader will ask for volunteers or assign an off shift student to go.

Intervention

This responsibility will be given to a **status advanced (3) student who is working**. However, there will arise times where an upper status student who is off shift will be assigned to this.

Study hall

This responsibility will be given to a status **advanced (3)** student who is working. However, there will arise times where an upper status student who is off shift will be assigned to this.

Off Grounds/ Home Pass

The schedule will be adjusted to meet the needs of the facility.

Snack

On Shift students are required to attend snack time and support the dorm parent.

Off Shift students are required to attend snack time with their family.

Hope Buddies

An **off shift student or a Captain** will assist the dorm parent in getting the new students inventoried and settled in. Once the new student is ready to run with the family the off shift student or captain will pass the new student to the on shift student working that family for the day. The following day, on shift student assigned to work the family will resume hope buddy responsibilities for the new student. Once the three days is completed the new student will be given a bunk buddy.

In the classroom you must have your Hope buddy either next to you or at the front of your table so you can do school work.

Hope Buddies are also required to make sure the Hope buddy check list is completed and turned in to the shift leader.

PE

On shift Students are required to either participate in PE with their assigned families or assist the dorm parent in monitoring the family.

Off Shift Students are required to attend **one PE period each day**.

Fitness

On shift students are required to either participate in fitness with the family or assist the dorm parent during this time.

Fitness is optional for off shift students. **If they choose not to participate in fitness they must be in school or be doing a service project approved by the shift leader.**

Group

On shift students are required to participate in their assigned families group.

It is optional for off shift students to participate in group. **If they choose not to participate in group they must be in school or be doing a service project approved by the shift leader.** They will be required to attend the bi-weekly upper status group.

Shutdown Times

On shift: 10:20pm

Off Shift: 10:30pm

Captains: 10:40pm

Captains

The captain of the facility will be a status honor student or higher. They will be responsible for making sure that all responsibilities are getting done by the upper status students. They also will be primarily responsible for new student intakes. They will report directly to the shift leader and will assist the shift leader.

Schedule Changes

All changes to the schedule will be done by Mr. Howard. Students are not allowed to switch days with others or make any other changes unless approved by Mr. Howard.

Midwest Academy Youth Leader Manual