



# Junior Staff Behavior Agreement



This contract is for Ms. Kate (Pre-Teen Director) and the current/future Junior Staff of the Sertoma Boys & Girls Club Unit to establish a working relationship while understanding the program's expectations.

*As Junior Staff, it is expected that the member will follow general Club rules, as well as rules set forth in the areas in which they are working and/or volunteering. Those areas include:*

- Tech Lab
- Learning Center
- Games Room
- The Gym
- Music Room
- Art Room
- Pre-Teen Center
- The Office
- Ms. Brandy (Unit Director) & Ms. Amber (Program Director)'s Office

## EXPECTATIONS:

When assigned to work and/or volunteer in a particular area or during an event, it is understood that the Junior Staff are there to assist staff in charge with any and all tasks. It is also understood that the Junior Staff are **not** there to play with other members, other Junior Staff that may be working in that area, or staff unless expressly told to do so. If the Junior Staff is not compliant, they will receive a **STRIKE**. The **STRIKE** system is as follows:

- Junior Staff are allowed three strikes before removal from Junior Staff
  1. **FIRST STRIKE** → On the first strike, the Junior Staff will have a conference with Ms. Kate (and staff if possible) regarding the situation, how to resolve the issue(s), and future expectations in that area.
  2. **SECOND STRIKE** → On the second strike, the Junior Staff will have a conference with Ms. Kate & Ms. Amber regarding the behaviors that were unacceptable. The Junior Staff will also have a letter sent home to their parents/guardians regarding the conference. This letter will include what was discussed in the meeting, future expectations, and what will occur if a third strike is given. If the second strike occurs in the same area/with the same staff the first strike was given, Junior Staff will not be allowed to work in that area until told otherwise (depending on the severity, 1-3 days).
  3. **THIRD & FINAL STRIKE** → On the third and final strike, the Junior Staff will have a conference with Ms. Kate and Ms. Amber or Ms. Brandy. The Junior Staff will be removed from working as a Junior Staff and a letter will be sent home to the parents/guardians explaining why the member was removed as a Junior Staff.

**\*\*IF REMOVED FROM JUNIOR STAFF FOR THE FALL SEMESTER, THE MEMBER WILL BE ALLOWED TO RE-APPLY FOR THE SPRING SEMESTER\*\***

By signing below, I \_\_\_\_\_ understand the rules and expectations set forth from this date \_\_\_\_\_ forward. I am aware of the consequences if I do not follow these expectations and accept full responsibility for my actions. I also understand that if removed from Junior Staff, I can re-apply for the Spring 2016 semester.

\_\_\_\_\_  
Junior Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ms. Kate, Pre-Teen Director

\_\_\_\_\_  
Date