INTRODUCTION

Welcome to the SIT program!

ASP designed the SIT program to give potential summer staff the opportunity to learn about the position while gaining hands-on experience. As a SIT, you will join one of our summer staffs for one week in rural Appalachia, and you will take on many of the responsibilities of a full time summer staff member.

The SIT program is intended for eligible summer staff applicants to gain a better understanding for the summer staff job. It is not for those who simply want to help for an extra week. Those who wish to formally apply for the summer staff position must also submit an application in the fall, however, SIT performance will be considered along with the formal application, interview and Staff Applicant Workshop (SAW performance). The week is meant to be taken seriously, and your staff will be observing your professionalism, teamwork, initiative, attitude, and other qualities needed to be a successful full time staffer and will fill out an evaluation at the end of your week as a SIT.

This manual is designed to acquaint you with the procedures and policies of the SIT program. It also serves as a reference tool. You will be responsible for its contents. Should any material in this manual be unclear, please direct your questions to our Director of Programs, Nicole Intagliata, at nicole.intagliata@asphome.org.
PROGRAM OVERVIEW

PURPOSE:
The SIT program is meant for potential summer staff applicants who are interested in learning more about summer staff. SITs will join a staff for one week during the summer and participate in most of the summer staff responsibilities.

STRUCTURE OF STAFF:
ASP staffs are most typically made up of 4 positions:

- Center Director (CD): This is a position for which staff members with at least 1 summer of experience apply for directly. The CD manages the day to day operations of the center and other staff members, and they directly evaluate SITs at the end of their week
- Operations Coordinator (OC): The person in this position manages the center's cooks, coordinates all food for volunteers, maintains center upkeep through management of chores, oversees the supply room, and is in charge of reporting on vehicle maintenance
- Volunteer Coordinator (VC): The person in this position corresponds directly with volunteers prior to their arrival at the center. They are in charge of maintaining communication with volunteers regarding projects, center information, and any special volunteer needs. They also manage our information database (ASPire) and run their center's individual Facebook page
- Finance Coordinator (FC): The person in this position manages all incoming and outgoing center funds through the collection of receipts and reports on the budget using our Finance Accelerator program. They are responsible for reporting the budget to the Center Director and sending all financial paperwork to Johnson City headquarters once a week

Each of these positions is vital to the program. As a SIT, you will have the opportunity to spend a day with each of the staffers who fill these roles. We expect SITs to use this time to ask questions and to gain understanding of the various positions. In addition to position specific responsibilities, SITs are also responsible for learning and taking on the collective responsibilities of staffers.
COLLECTIVE RESPONSIBILITIES:

In addition to learning about the specific job responsibilities of individual positions, SITs will participate in most collective staff responsibilities including, but not limited to:

• Managing construction projects
  o Going on morning hardware runs (*Note: SITs are not allowed to drive ASP vehicles. All hardware runs, errands, visits to worksites, etc. will be with the accompaniment of a full time summer staffer)
  o Going on daily runs to worksites
  o Checking in with group leaders daily
  o Creating and managing ongoing hardware lists for projects
  o Sitting in on nightly staff meetings

• Managing volunteer service
  o Participating in morning wake-up
  o Helping to lead morning devotions
  o Helping to lead evening gatherings
  o Helping to ensure that a spiritual atmosphere is fostered at the center
  o Providing professional and positive customer service
  o Setting a positive example as a role model for youth volunteers
  o Addressing any and all volunteers concerns immediately
  o Interacting with volunteers outside of mandatory programming

• Managing family service
  o Visiting worksites daily with staffers
  o Communicating with the families about the projects going on
  o Forming positive relationships with the families we serve

• Upholding the mission of Appalachia Service Project
  o Modeling the values set forth by ASP
  o Serving the staff, volunteers, and families to the best of your ability
  o Assisting in the day to day activities required to keep a center running

Note:

SITs are prohibited from driving ASP vehicles. There are no exceptions to this rule!
SITs must uphold the same standards as summer staff and abide by the staff covenant: no consumption of alcohol or illegal drugs at any time

*Please read and review all rules listed on the next page
RULES

• SITs are NOT allowed to drive ASP vehicles at any time – NO EXCEPTIONS!
• Consumption of alcohol or illegal drugs during your time at ASP is strictly prohibited
• SITs are to arrive at their center on Sunday between noon and 1 PM. SITs may not arrive the night before
• SITs must leave their center on Saturday morning after their week is finished. SITs may not stay past Saturday, and going with full time staff to any other location on Saturday night is prohibited
• SITs are responsible for providing their own transportation to and from their SIT week. ASP is not responsible for coordinating the arrival/departure of SITs from their center. SITs should ensure they have a way to get to the center, and should not rely on the staff to pick them up from the airport
• While SITs may travel in their own vehicle to their SIT week, the use of a personal vehicle for any ASP business is never allowed. Use of a personal vehicle for any ASP business, at any time, will result in immediate dismissal
• ASP driving curfew applies to SITs – if driving their personal vehicle for non-ASP business, they must be back at the center no later than 11 PM
• All rules set forth by ASP must be followed
• For reasons of sexual harassment and community sensitivity, relationships with volunteers, group leaders, community members, and summer staff are to remain platonic. Violation will result in immediate dismissal and will disqualify SITs from the hiring process. ASP will not defend a SIT who engages in a romantic relationship with a minor
• Due to the time frame of eligibility, a potential applicant could be 17 at the time of their SIT week. To abide by Safe Sanctuary guidelines: if 17, the SIT is not allowed to stay in the sleeping quarters of the staff, and must remain in the volunteer sleeping quarters during the week. A SIT who is 18 is permitted to stay in the staff sleeping quarters

Failure to follow any of these rules, or the rules set forth for Summer Staff by ASP, could result in immediate dismissal during the SIT week, and might disqualify a SIT from the application process.
SIT Week Schedule

Sunday:
12:00-1:00 PM – Arrive at center
1:00-4:00 PM – Assist staff in preparing for volunteers; Greet volunteers as they arrive
4:00 PM – Group leader meeting
5:00 PM – Sunday night Evening Gathering
6:00 PM – Dinner
7:00 PM – Sunday night home visits: you may accompany one staffer with their volunteers to a Sunday night home visit
8:00-10:00 PM – Check in with group leaders; participate in staff meeting

Monday-Friday:
*Note: All times are subject to change based on the schedule of the center you are serving in. Times listed are approximate.*
6:00-7:00 AM – Hardware run. While you will not accompany staff on these every day, you should go on at least one hardware run during your SIT Week
7:00-8:00 AM – Wake up volunteers; Morning devotion; Breakfast
8:00-9:30 AM – Assist volunteers with material load-up
10:00 AM – 2:00 PM – Accompany staff on worksite runs
2:00-6:00 PM – Errands, center upkeep, position specific responsibilities, etc.
6:00 PM – Dinner
7:00 PM – Evening Gathering (type of EG varies depending on the day)
8:00 PM – Check in with group leaders
9:00 PM – Begin staff meeting. All staff meetings should be finished no later than 1 AM

Each day you will have the opportunity to learn about a different aspect of the job. While each SIT week might not follow this schedule exactly, your staff should help you learn about each of the following things during your time as a SIT:

**Monday:** Getting acquainted with staff and daily schedule
-Use Monday to attend as many activities as you can: if possible, go on the morning hardware run. If not, help with morning wake up and devotion. Observe border patrol and load up. Go on runs with the staff. Be present when staff makes dinner announcements. Help set up for Monday night Evening Gathering. Utilize this first day to really get acquainted with how things run at your center

**Tuesday:** Shadow Volunteer Coordinator
- Assist with volunteer wake up and devotion (if you feel comfortable during your week, you can volunteer to lead this by yourself one morning); Go on runs with the VC (if possible); Take pictures on worksites; After runs, the VC can show you the ASPire and Facebook updates they are responsible for; help lead dinner announcements; sit in on culture night

**Wednesday:** Shadow Finance Coordinator
- Go on runs with FC (if possible); observe the use of Finance Accelerator and the collection/recording of receipts; talk with the FC about their position responsibilities

**Thursday:** Shadow Operations Coordinator
- Help lead morning GL meeting; go on runs with OC (if possible); help monitor center chores; help the OC prepare for the picnic after runs, talk with the OC about their position responsibilities

**Friday:** Shadow Center Director
- Use this final day to ask any remaining questions you might have; ask your CD for feedback on your performance and what you can improve on

**Saturday:** After the volunteers leave, you must head home. SITs may not stay past Saturday morning.
ASP POLICIES

Note: While the policies listed below are set forth for ASP employees, all SITs are expected to uphold these standards during their SIT week. Failure to adhere to these policies could result in immediate dismissal during the SIT week, and might disqualify a SIT from the application process.

CUSTOMER AND PUBLIC RELATIONS POLICY:

Because persons outside the organization form their opinions of Appalachia Service Project based on the attitudes and actions of employees, employees are expected to interact with customers and the public in a helpful, respectful, and business-like manner.

ALCOHOL AND DRUG USE POLICY:

The use, purchase or possession of alcoholic beverages or illegal drugs is strictly prohibited on ASP property, at any time during ASP-sponsored events, while on ASP business, and in ASP vehicles. An ASP employee who violates this policy will be subject to disciplinary action up to and including termination of employment.

PRACTICE:

1. This policy applies to all ASP employees, full-time, part-time, temporary, and seasonal, and to all volunteers and participants in ASP programs.

2. Any Youth or Year Round Program staff applicant who has a DUI or DWI on their record cannot be employed by ASP within twelve months of that DUI/DWI. An applicant may apply for a position before twelve months have passed as long as there would be a full year between their incident and the beginning of their employment. The driving record and background check of applicants who have had a DUI/DWI will be evaluated very carefully. Those who have other infractions during the year after the incident, including speeding tickets, will be considered less favorably. Those who can provide proof of receiving substance abuse counseling after the incident, such as a reference from a counselor, will be considered more favorably.

3. Alcohol consumption and illegal drug use (as well as purchase and possession or alcohol and illegal drugs) are prohibited at all times and places during the entire 10-12 weeks of summer employment. An ASP staffer who violates this policy will be subject to disciplinary action, up to and including termination of employment.

4. This prohibition is for the following reasons.

   a. Theology. ASP is a Christian organization and as such its employees are to set an example of behavior. Intoxicated or impaired behavior, whether from legal alcohol or illegal drugs, is not representative of ASP.
b. **Illegality.** The possession or use of illegal drugs or the operation of motor vehicles while under the influence of drugs or alcohol are crimes and criminal behavior by ASP employees will not be tolerated. Additionally, many summer staffers are under the legal drinking age.

c. **Reputation.** ASP operates in small, closely-knit communities. No matter how long we have been in these communities, we are still viewed as outsiders and our behavior – as represented by the behavior of ASP employees – is under scrutiny at all times.

d. **Safety.** ASP employees often operate motor vehicles on narrow rural roads, operate power tools and equipment, or engage in construction projects where dangerous conditions are part of the surroundings. Use of alcohol or drugs compromises safety in these situations.

5. If an ASP employee who is terminated for violation of this policy uses ASP as a reference for future employment, ASP will verify the dates of employment and will provide neither a positive nor a negative reference, unless other circumstances exist that require a negative recommendation.

### ANTI-HARASSMENT

**POLICY:**

This policy sets forth the Appalachia Service Project’s anti-harassment policy and the reporting and investigating procedures for such incidents. It is the policy of the Appalachia Service Project that no one will be subject to harassment on the basis of race, religion, creed, color, gender, age, sexual orientation, national origin, ancestry, marital status, veteran status, disability, or genetic information.

### PROFESSIONALISM

**POLICY:**

Summer staff are official representatives of ASP at all times throughout their term of employment and must always conduct themselves accordingly. Staff, both individually and as a team, should always dress and speak appropriately with volunteers, community members, families, other ASP employees, etc. Staffers should maintain bodily cleanliness and are required to shower at least twice a week, or more often at the discretion of their supervisor. In addition, laundry must be done on a regular basis so that clean clothes can be worn. Staff must also keep their individual and communal living and working spaces in acceptable condition at all times, meaning that it will pass inspection by both a facility manager and any ASP supervisor. It is a place for business and should be treated as such. Any food or drink “challenges”, including those done for fundraising purposes, as it does not constitute good stewardship and must be approved by a supervisor. Any staffers found to be engaging in such activities without approval of their supervisor are subject to disciplinary action up to and including termination.
SIT Week Expectations

All SITs are expected to:

• Abide by all rules, policies, and expectations set forth by Appalachia Service Project
• Provide positive and professional customer service to all volunteers and community members
• Assist the staff in any way when they ask, provided the task at hand abides by all rules and expectations and is not unreasonable
• Allow the staff to make all final decisions: We want your week to bring you confidence in the staff role, however the staff has the final say in all decisions related to projects, volunteer relations, etc. While the staff may give you permission to make a decision in something specific (i.e. a particular contact home for the week has a small change that will not alter the project plan), we ask that you use your best judgment when faced with problems. SITs should not change project plans without consulting staff, give directions to group leaders or volunteers that were not agreed upon by the staff, or overstep their boundaries when sitting in on meetings between the staff and volunteers. Open communication with your staff from the beginning of your week should alleviate any issues that might arise
• Ask for feedback from your center director or program manager (if visiting)
• Listen to staff when they suggest improvements throughout the week
• Take initiative in tasks: if you’re unsure what you should be doing, we expect you to ask the staff how you can help
• Remember that you are not a volunteer this week: spending time with volunteers is an expected part of the week, but we want you to immerse yourself in the staff side of the job. You should not be hanging out with volunteers in lieu of working with the staff. Also, the staff is observing your professionalism. All interactions with volunteers should be conducted from the standpoint of a staff member, not of a fellow volunteer
• Have your questions answered: we want you to use this week as a way to determine if this job is right for you. You should not leave your SIT week with questions unanswered!
I, __________________________________________, affirm that I have read the above manual and understand its contents. I agree to abide by all rules, policies, and expectations set forth by ASP, whether they are meant for staff or if they are SIT-specific. I understand that failure to adhere to any rules, policies, or expectations set forth in this manual could result in immediate dismissal from my SIT week, and might disqualify me from the application process. I also understand that requests made of me during my SIT week by the staff or ASP admin must also be followed, and that any rules, policies, and expectations I might receive are not limited to those set forth in this manual.

__________________________________________
Name (Print)

__________________________________________
Signature

__________________________________________
Date