

Ellig Wellness Center SUPERVISOR RESPONSIBILITIES

(September 2010)

1. All students must sign in every time they use the Ellig Center for Health and Wellness. Supervisors must also sign in and give the date and time for which they are supervising the Ellig Center. Sign-in sheets are on the clipboard on the front desk of the Wellness Center. Please report any injuries to students and malfunctioning of equipment on the sign-in sheet. Additional sign-in sheets are found in the desk drawers. Please leave the sign sheet(s) on the desk and Sarah Mevold will pick up them up.
2. Each participant using the facility must have a signed policy/permission form on file with Sarah Mevold before they are eligible to use the Center. Supervisors must check to see that each participant has signed acknowledgement of the Wellness Center Guidelines and signed a release and waiver form before they can use the Wellness Center. A list of all participants who have completed the form is found in the Ellig Center on the computer desktop. A hard copy will also be available at the desk for your reference. The form that each participant must complete is called *Ellig Center Guidelines and Waiver/Release Form* and it is found on the Oak Grove website at www.oakgrovelutheran.com/elligcenter/ . Students may turn in a completed form (with both student's and parent's signature) to the Wellness Center supervisor. Please leave the form with sign in sheet for Sarah Mevold to pick up.
3. Each time supervisors begin their duty, please check to make sure the emergency and non-emergency phone numbers and procedures are readily available.
4. Do not leave students unattended. A supervisor must be present at all times that students are using the Wellness Center.
5. All supervisors must complete a release to allow Oak Grove Lutheran School to do a background check of their criminal history. Schools in North Dakota do background checks on all individuals who independently supervise students under age 18. The form, which gives Oak Grove permission to complete a background check, it is called *Background Check Authorization* and is found at www.oakgrovelutheran.com/elligcenter/ . Please complete the form and give it to Sara Mevold.
6. At the end of your shift, be sure to throw away any trash, shut off the lights, TV/sound system and lock the doors. On weekdays, maintenance personnel will lock up the Center at 7:00 p.m. on Monday, Tuesday and Thursday and at 6:00 p.m. on Wednesday and Friday. If you are closing early, please call one of the following and note the early closing on the sign-in sheet:

JIM KOVARIK: 701-318-2442

MIKE KINZLER: 218-790-3082

On the weekends, volunteer supervisors using the Wellness Center must check out keys from Lynn Peterson and assure that the Ellig Center and the building are locked and that no students remain in the building before leaving.

THANK YOU for assisting in making Oak Grove a strong, nurturing and supportive community with all of us focusing on the mission of Oak Grove Lutheran School: To show God's love by nurturing students for academic achievement, lifelong Christian commitment, and loving service to the world. Each and every person influences the lives of the children they touch!