

Adult Leader Guidelines & Expectations

What is Project: RAKE?

Project: RAKE is the home repair outreach of the Ground Zero Youth Ministry of New London Presbyterian Church in New London, PA. Our primary goal in everything we do is to involve young people in the needs of their community. Through volunteers such as yourself & area teens, we provide free volunteer home repair services to in-need families who live in Southern Chester County, Pennsylvania. We have weekend and week-long retreats where teenagers from our community and other church groups partner with trained adults to give of their time and energy to help those in need. You can read more about us at www.ProjectRake.com



By applying to be an adult leader, I agree to support this vision of getting the teens involved in doing the work on my job site. And knowing that our focus is serving the teens so that they can serve the homeowners, you agree to abide by the attached guidelines for participating in Project Rake. By applying, you indicate that you have read, understand and agree to abide by these guidelines.

1. Transporting yourself and 2-7 others to and from the worksite. This requires an insured vehicle & that you have a valid drivers license.
2. You must provide your own tools. This includes but is not limited to ladders, saws, drills, hand tools, extension cords, work lights, saw horses, hammers, gloves, safety glasses, ear plugs, tape measures, squares, putty knives and any other items you might need. Please put your name on your tools. We are not responsible for lost, damaged or misplaced items.
3. You must bring a cell phone. Don't forget your charger. It is critical that you be able to contact our Construction Coordinator in the event that you need additional materials or supplies on your job site, and that we be able to contact you in the event of an emergency.
4. There will be a dress code on the work site including long pants, close toed shoes and a sleeved shirt. Shorts, tank tops, muscle & sleeveless shirts, clogs, and crocs are not allowed. Please set the example.
5. Guide this work group through your home repair project. You DO NOT have to be an expert in the work that you are doing, but you must be willing to try! The Project: R.A.K.E. staff will be available for some assistance.
6. Encouraging your group by helping them get to know each other, helping them to get to know your home owner and setting a positive and hopeful tone at your worksite.
7. Complete all tasks with excellence, as unto the Lord. (Col 3:17)
8. Be a good steward of what we have been blessed with. Do not be wasteful.
9. Be mindful of our relationship with the community and with the homeowner. Treat them with dignity & respect.
10. You are not allowed to leave your job site during the day. If you need materials, call the Construction Coordinator and request that he send you a runner with what you need. Students are not permitted to leave the site during the day or to be left alone at a site. Be mindful that you are never left alone with a student of the opposite gender.
11. Please be a gracious host to any media representatives who might stop by your site. We'll provide details later.
12. You are expected to return all completed job site paperwork to Drew Cope, our Site Coordinator at the end of each work camp. This keeps us up to speed on what has been accomplished and what work is left unfinished at each site.
13. Please report any injuries immediately to Drew Cope, Site Coordinator.
14. You are required to participate in all aspects of the Project Rake weekend. This includes but is not limited to meals, worship times, crew meetings, all site work, & post work debrief sessions.
15. Be on time for all meetings, meals and activities. Return from your job sites on time. Do not be late.
16. Be flexible to any time changes or 'stuff' that may occur.
17. No smoking, drinking or cursing is permitted during the weekend. No drugs, tobacco, fireworks, firearms, knives (except for utility knives) or weapons are permitted at Project Rake. No clothing that promote the above are allowed.
18. No guys in the girls' room & no girls in the guys' room. That includes hanging out in front of. No walking around w/o shirts and nighty type outfits. No PDA's (Public Displays of Affection - i.e. hand holding, kissing, extended hugs, etc).
19. All youth participants must be in the 9th grade or above (Summer minimum grade requires teens to be entering the 9th grade in the fall). No children, including Jr. High age students are allowed to participate in senior high projects regardless of their parent's/guardian's role in the weekend. Jr. High students (those entering 6th-9th grades in the fall) are allowed to participate in the junior high specific projects during the summer.

Adult Leader Application

WORKSITE LEADER: In co-leading a worksite you have several responsibilities:

1. You will need to drive your vehicle to and from the worksite.
2. Guide your work group through your home repair project.
3. Encourage your group by helping them get to know each other, helping them to get to know your home owner and setting a positive and helpful tone at your worksite.
4. See the attached guidelines sheet for further details.



Name: _____ Birth Date: _____ Age _____ Gender _____

Address: _____ City, State, Zip: _____

Church you attend: _____ Church Phone: (_____) _____

I would like to participate in Project: R.A.K.E. during the week/weekend of _____

Are you a Christian? _____ When did you Accept Christ? _____

Please describe your relationship with Jesus: _____

Do you have an experience working with teenagers? _____ If yes, explain: _____

I have read the attached guidelines and agree to support the mission of Project RAKE.

I understand that I need to keep these guidelines for future reference.

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Signed: _____

Date: _____

Adult Leader Skill Sheet

WORKSITE LEADER: In co-leading a worksite you have several responsibilities:

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Name _____ Cell Phone _____ Work Phone _____
May we call you at work? Yes / No

Group Name _____ E-mail _____ Home Phone _____

Describe your vehicle options for a RAKE event? Include # of seatbelts: _____

Class 3 Hitch ____ Other Hitch ____ Electric Brakes ____ Light Adaptors 4 6 7 Ball Size 1 7/8" | 2" | 2 5/16"

Will you bring a digital camera? _____ # of Mega Pixels? _____ Media Card Format? _____

TELL US ABOUT YOUR SKILLS

Please circle the number to the left line that best describes your experience in each of the following 21 areas. This information is important in helping us place you on a work site that maximizes your skills, (or lack of skills,) and allows us to determine which jobs we will be able to accomplish in any given Project Rake. Please give us an accurate assessment.

Examples:

Electrical 1= I've never done electrical work before,
 2= I've changed switches and outlets,
 3= I've installed new light fixtures,
 4= I've installed new breaker boxes,
 5= I'm a registered Electrician

Plumbing 1= I've never done plumbing before
 2= I've fixed sink/toilet leaks & cleaned traps
 3= I've glued PVC pipe & Soldered Copper joints
 4= I've installed new toilets, sinks, tubs, water heaters
 5= I'm a master plumber. You name it, I can do it.

- | | |
|--|---|
| Dry Wall 1 2 3 4 5 | Carpentry (Framing, Floors, Ramps, Decks) 1 2 3 4 5
<small>Circle that which applies</small> |
| Spackling 1 2 3 4 5 | Finish Carpentry 1 2 3 4 5 |
| Painting 1 2 3 4 5 | Kitchen Cabinetry 1 2 3 4 5 |
| Plumbing 1 2 3 4 5 | Concrete (Form, Pour, Finish)..... 1 2 3 4 5
<small>Circle that which applies</small> |
| Electrical 1 2 3 4 5 | Masonry (Brick, Block, Pointing)..... 1 2 3 4 5
<small>Circle that which applies</small> |
| Roofing (Shingle, Metal, Roll, Cedar, Slate) 1 2 3 4 5
<small>Circle that which applies</small> | Tile Work 1 2 3 4 5 |
| Gutters & Downspouts (new installation).. 1 2 3 4 5 | Vinyl Flooring 1 2 3 4 5 |
| Vinyl Siding 1 2 3 4 5 | Forced Air Heat (Gas / Oil / Ductwork) 1 2 3 4 5
<small>Circle that which applies</small> |
| New Window Installation 1 2 3 4 5 | Hot Water Heat (Gas / Oil / Plumbing) 1 2 3 4 5
<small>Circle that which applies</small> |
| Vinyl Window Replacement 1 2 3 4 5 | Door Replacement 1 2 3 4 5 |
| Aluminum Work (Capping: Windows, Doors , Fascia, Show Rafters / Flashing, Counter flashing)..... 1 2 3 4 5
<small>Circle that which applies</small> | |
| Other, please specify _____ | 1 2 3 4 5 |
| Other, please specify _____ | 1 2 3 4 5 |

I am employed as a/an _____ Any issues with heights / ladders / confined spaces / etc? _____

