



## DOOR- Discern Program 2012 Job Description for Support Staff

The DOOR Discern program is for young adults interested in leadership development in an urban context. As a part of the Discern program, participants work, serve, reflect, discuss, and engage the community and culture together as a group under the direction of the local City Director.

Each DOOR Support Staff person serves with other DOOR staff to organize and carry out the DOOR “Discover” Program. The Discover component of DOOR is a weekend and week-long urban service learning trip for groups intended to teach participants about the city and the people who live there.

This is intended to be a general description—duties can be shifted according to the skills and interests that each staff person brings to the program. Weekends can occur anytime throughout the year. The spring season runs anywhere from mid-February to mid-May. The summer program runs for a three-month period from late May to mid-August.

What is DOOR?

*The DOOR Network exists to provide opportunities that help inform, educate, challenge, and motivate individuals to respond to the issues and concerns facing an increasingly urban world.*

The purpose of DOOR is to challenge people to consider service as an essential, daily part of living out authentic Christian faith. Through meeting and working alongside others, we give and receive the love that God has for all of us, the diversity and interdependence of our world is affirmed, and stereotypes are broken down.

Support staff are the people who help to make this vision possible. They lead and work alongside the participants at the various agencies that DOOR works with, they lead during group reflection times, and help plan, lead, and participate in group worship.

The Discern program will consist of these components:

1. Application, including references, interview and acceptance
2. Selection Criteria
3. Orientation period, including training, instruction, experiential learning, and group bonding
4. Continuous program and meaningful work
5. Intentional reflection times and discussion, both group and individual
6. End of service retreat
7. Transition/ Closing processing

Candidates for this position must meet the following qualifications:

### **Qualifications**

1. Demonstrate a personal commitment to Jesus Christ as Lord and Savior.
2. Have an interest in serving others, learning about urban issues, and group processing of experiences.
3. Respect for people from different backgrounds who may have very different beliefs.
4. Open to working varied hours including evenings and early mornings.
5. Display responsibility and maturity in peer relationships and in accepting work assignments.
6. Be honest and open in communicating issues, whether personal or group-related that could negatively affect DOOR’s program.
7. Desire to work with junior high and high school age youth as well as adults.



## **Job Description**

Help facilitate service/learning experiences for youth groups that come to Atlanta, Chicago, Denver, Hollywood, Miami, or San Antonio for a weekend or week at a time. This includes welcoming groups, befriending them, encouraging them as they have new and often shocking experiences, and helping them to enjoy and process their week. Engage in reflection by reading assignments, discussing as a group and spending individual time in prayer and reflection.

### **Orientation:**

Staff are expected to participate in the orientation. (Dates vary according to city). This may include: First Aid training, getting acquainted with the metro area, meeting agency coordinators, book discussions, prayer, reviewing DOOR policies, and preparing to lead worship and reflection times.

### **Daily tasks include:**

1. Helping with meal preparation and grocery shopping as needed.
2. Participating in, and helping to lead orientation, worship, and reflection sessions.
3. Driving and/or guiding groups to and from work sites throughout the metro area as well as introducing groups to worksite coordinators.
4. Working with DOOR groups at the different worksites. Assisting with leadership and oversight at worksites, providing continuity and insuring that the experience and quality of work is satisfactory.
5. Provide feedback, criticism, new ideas, etc. to help with the continued evaluation of the program.

### **Other:**

1. Sunday afternoons (3:00 PM – until the groups arrive) will be set aside for staff prayer and facility preparation. Staff are required to attend.
2. Time will be set aside for reflection and spiritual direction. Some locations employ a spiritual director.
3. In some locations, staff reside in the same facility as participants. Staff who stay at the DOOR facility are responsible for doing a security check each evening of the week.

### **WHAT KIND OF GROUPS WILL YOU BE WORKING WITH?**

The DOOR program is designed for participants from high-school age and up and is open to all denominations (we do see some junior high participants as well). We ask that one adult sponsor accompany every five youth who make up the group. We can accommodate groups of 60 to 75 total participants. Smaller groups are often paired with another smaller group, a practice that allows participants from different places and denominations to share the experience.

### **WHAT DO THE GROUPS DO?**

A typical DOOR week begins upon arrival Sunday evening and ends with departure on Friday noon. A one to two hour orientation/logistics session Sunday evening helps prepare everyone for the week.

Groups will be divided into work/meal teams of 4-6 participants, including one adult leader. Meal teams are responsible for preparation and cleanup of group meals (food, menus, instructions are provided and a DOOR staff person is on hand for reference). Participants will stay with the same team for the week, spending each day at a different service assignment. However, due to the nature of some assignments, there are cases where we will ask the same work team to stay at a site for more than one day. Our goal is that all participants will have a variety of experiences that they can then share with each other. In general, support staff will work with 1-3 agencies throughout the summer.

Examples of service assignments are: preparing and serving meals at a soup kitchen; helping with children whose moms may be living on the streets; lawn and building maintenance for seniors; stocking shelves in food banks; sorting donated clothing; touring a homeless shelter; meeting with groups working for change in the city; working in an urban garden; conversing and singing with senior citizens; picking vegetables with migrants.



**Weekends Schedule:** Weekends are often customized. Schedules will vary depending upon groups, dates, themes, service experiences.

**WHAT IS THE SCHEDULE?**

*(The schedule varies slightly according to each city)*

**Sunday:** 3:00 PM Meet & prepare for group(s) arrival.  
6:00 PM Group(s) arrive. Settling in, introductions, orientation, and planning go until about 9:30 PM. (These times can and do change if group(s) arrive late.)

**Monday - Thursday:** 6:25 AM Make sure meal team is getting out of bed  
6:40 AM Breakfast Preparation & Lunch Preparation  
7:00 AM Breakfast / Early departures  
7:30 AM Staff Meeting  
7:45 AM Finish Packing Lunches / Clean Up  
8:10 AM Send off—prayer and/or devotions  
2:00 - 7:00 PM Return to Church  
5:00 PM Supper Preparation  
6:00 PM Supper / Clean Up  
7:00 PM Evening Activity (Monday & Tuesday)  
11:00 PM Lights Out

Evening sessions include worship, presentations, and group reflection. Thursday evening is our closing time of reflection, processing what we have seen, felt, and learned during the course of the week. This is perhaps the most important time of the week. Issues raised are addressed in light of our calling as Christians to love others and to respond to those in need.

**SPECIAL NOTES**

**STAFF FREE TIME:**

A summer at DOOR will demand most of your time. Although we work hard to provide for “off time” for each staff member, this is not a guarantee. Occasionally situations arise which will cut into your “off time”.

**WEDNESDAY:**

No formal reflection time is scheduled on Wednesday evening. DOOR does not provide supper on this evening so most groups choose to eat out and spend the evening on the town (Please keep in mind that some work teams may not be finished with their assignment until early evening).

**THURSDAY:**

Thursday evening is set aside for a time together designed to help participants reflect on and process what they have seen, felt, and learned during the course of each day. We usually have a picnic in a park that overlooks the city skyline and end with a time of reflection and communion. This is perhaps the most important time of the week. The issues that are raised are addressed in light of our calling as Christians to love others and to respond to those in need. The schedule is basically the same as Monday through Wednesday, except for evening reflection activities.

**FRIDAY:**

Get up and breakfast schedule is the same. In some cities, we spend the morning attending a presentation. Staff help with lunch preparation during the morning presentation. Groups leave after lunch. Other cities just have the groups help with cleaning the church instead of a presentation. All cities have groups help clean. After the groups leave we do any necessary shopping for the next week.





# DOOR Discern: Support Staff Employment Application - 2012

## To Apply:

1. **Complete the form below.**
2. **Answer the questions** at the end of the form on a separate paper.
3. **Send your completed form** and answers to the DOOR National Office.  
mail: 430 W 9<sup>th</sup> Ave                      email: [door@doornetwork.org](mailto:door@doornetwork.org)  
Denver CO 80204
4. **Pass out reference forms.** See specific instructions at the end of the application form.

Contact DOOR by phone (303-295-3667) or email ([door@doornetwork.org](mailto:door@doornetwork.org)) if you have questions about the application.

## General Information (Please print clearly or type):

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number (optional): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Check one:  Male  Female

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

Permanent if other than above:

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

Are you a US citizen?:  Yes  No Can you provide proof?  Yes  No

If you are not a citizen, do you have an alien registration card?  Yes  No Card Number \_\_\_\_\_

## Application Note:

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin, or the presence of disabilities. A felony conviction will not necessarily bar an application from employment. Affirmative action hiring may be requested by qualified applicants. Additional testing of job-related skills and for the presence of drugs in your body may be required prior to employment. After an offer of employment, and prior to reporting to work, you may be required to submit to a medical review. Depending on DOOR policy and the needs of the job, you may be required to complete a medical history form and may be required to be examined by a medical professional designated by DOOR.



**Which DOOR city are you interested in?**

You may select one city OR rank your preferences:  Atlanta (#\_\_\_\_)  Chicago (#\_\_\_\_)  Denver (#\_\_\_\_)  
 Hollywood (#\_\_\_\_)  Miami (#\_\_\_\_)  San Antonio (#\_\_\_\_)

**Availability:**

Are you available from May 17<sup>th</sup> to August 15<sup>th</sup>, 2011?:  Yes  No

Please list dates available: \_\_\_\_\_

Would you be available for an initial phone interview?  Yes  No

Please list your preferred phone number: (\_\_\_\_) \_\_\_\_\_

**Security:**

Yes  No Have you used any names or Social Security Numbers other than those on this application? If yes, please list here: \_\_\_\_\_

Yes  No Have you been convicted of, or served time for a felony in the past seven years? If yes, please describe on a separate sheet of paper.

**Job Related:**

Yes  No Do you have a valid driver's license?

Yes  No Are you 21 or older?

Yes  No Have you had any moving violations? Please describe:  
\_\_\_\_\_  
\_\_\_\_\_

Yes  No Have you been given a job description or had the requirements explained to you?

Yes  No Do you understand these requirements?

Yes  No Do you feel that you can perform the requirements of this job?

**Health:**

This job requires long hours, walking around the city, spending time outside in the heat, and/or moving boxes and equipment. Do you have any medical conditions that would limit your ability to work in these conditions?  Yes  No  
If yes, please describe:  
\_\_\_\_\_  
\_\_\_\_\_



**Education & Ministry Experience:**

List all schools attended since high school:

<i>School</i>	<i>Location</i>	<i>Years Attended</i>	<i>Degree/Specialty</i>

Church/Service/Ministry Experience:

<i>Position</i>	<i>Church/Organization</i>	<i>Location</i>	<i>Dates</i>	<i>Responsibilities</i>

**Faith Affiliation:**

Home Church: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Pastor or Youth Pastor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Denominational affiliation: \_\_\_\_\_

**Previous Employers:**

**Most Recent Employer**

Are you currently working for this employer?  Yes  No

If yes, may we contact?  Yes  No

\_\_\_\_\_ Company Name \_\_\_\_\_ City/State

\_\_\_\_\_ to \_\_\_\_\_

Dates Employed

Job Title

Supervisor Name

Phone Number

Supervisor Email

Duties

Reason for Leaving



<b>Second Most Recent Employer</b>		
Company Name	City/State	
to		
Dates Employed	Job Title	Supervisor Name
Phone Number	Supervisor Email	
Duties		
Reason for Leaving		

**Certification and Release:**

I certify that I have read and understand the applicant note on page one of this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize DOOR and/or its agents, including consumer-reporting bureaus, to verify any of my background and hereby release any said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs and/or alcohol, or possession of weapons is strictly prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EMPLOYMENT BACKGROUND INVESTIGATION AUTHORIZATION**

I. I understand that an investigative report may be generated on me that may include information as to my character, work habits, performance and experience, along with reasons for termination of past employment, financial/credit history, criminal history records from any criminal justice agency in any or all federal, state, city and county jurisdictions, state Department of Motor Vehicle/Drivers' License Records to include traffic citations and registration, military records from the National Personnel Record Center, education records including transcripts, and requests for records and information from any individual, company, firm corporation, present and/or past employers and public agencies (including the Social Security Administration and the Immigration & Naturalization Service). I fully understand that DOOR, may be requesting information from public and private sources about any of the information noted earlier in this paragraph, and I freely give my consent for DOOR to do so.

**APPLICANT: COMPLETE THE FOLLOWING:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Please print full name



## References

The last page of the application is a reference form. Please copy and distribute it to **three (3)** people. **Have your references send the forms directly to the DOOR National Office.**

Good people to consider as references include: current or previous employers; a pastor, youth pastor or other church adult; a volunteer supervisor; student life director or Resident Director/ Assistant; or academic supervisor. These forms **may not** be filled out by family members or roommates. Interviewing and hiring will not be done without references.

**QUESTIONS:** (Please print or type your answers on an additional sheet of paper)

1. Do you consider yourself a Christian? What is your basis for this?
2. What do you expect God to teach you through your experience as a DOOR staff member?
3. Why are you interested in becoming part of DOOR's support staff?
4. What skills/gifts will you bring to the DOOR program?
5. What are some images you have of the inner city?



**Areas of Ministry Interest (feel free to elaborate):**

<b>General Opportunities:</b>	<b>I could do this!</b>	<b>If I had to, I could</b>	<b>This just is not me</b>	<b>Details</b>
Music/Worship leading (Play an instrument or sing)				Type of instrument:
Working with church youth groups				
Recreation				
Leading Group Reflection				
Elderly Ministry				
Shelter Ministry				
Food Ministry				
Children's Ministry				
Ministry with people who have mental or physical disabilities				
Working with agencies concerned with Environmental issues				

***Specific Opportunities:***

Working with children in hotels/shelters				
Doing construction and painting projects				
Supervising volunteers in a food pantry				
Creating photo shows with music in Windows Media or another program				
Other:				
Other:				



Please answer the following statements by choosing what most describes you.

Statement	This is me		This is not me		
	1	2	3	4	5
I enjoy working with high school aged youth.					
I can lead short devotionals.					
I can lead singing.					
I am a morning person.					
I am a night person.					
I am good with driving/ walking directions.					
I get lost easily.					
I tend to jump in and do what I perceive what needs to be done.					
I wait to for instructions before doing anything.					
I can function with little sleep.					
I feel confident in a position after a little amount of time working.					
I can follow instructions.					
I am comfortable reaching out to people I do not know.					
I need time alone to recharge.					
I am able to enforce rules when necessary.					
I am a leader.					
I feel comfortable leading group discussions.					
I feel comfortable going new places with little information.					
I talk on my cell phone for an extended period of time each day.					
I am able to disagree respectfully.					

Additional comments:



## DOOR-Discern Reference Form



I hereby agree to waive my rights to see this form once it has been completed.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Name (printed) \_\_\_\_\_

**Dear Sir or Madam:** The above person wishes to participate as a support staff member here at DOOR (Discovering Opportunities for Outreach and Reflection). For more information on the program, please visit [www.doornetwork.org](http://www.doornetwork.org). Your feedback will be greatly appreciated.

1. What are the qualities that best describe this person?

2. Please rate the applicant in the following areas:

	High	Average	Low	Details
Cooperation				
Organization skills				
Works well with others				
Leadership ability				
Reliability				
Motivation				
Disposition				
Emotional Stability				
Maturity				
Concern for others				
Ability to articulate faith				
Ability to maintain dialogue with opposing views				

3. Do you have any additional comments that you would like to make?

4. What is your relationship to the applicant? \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Return to: DOOR  
430 W. 9th Ave  
Denver, CO 80204

Email: [door@doornetwork.org](mailto:door@doornetwork.org)  
Fax: 303-295-8952

