

DAILY TASKS

- Arm and disarm building as needed each evening and morning.
- “On” time is 8:00pm each evening, **hand-off of students from the evening driver is required** – shift change.
- Check of sleeping quarters daily, either morning or evening (beds made, nothing on pony wall railing, things are squared away underneath beds, etc.)
- Connect with students face-to-face each weekday evening before bedtime (Consider bedtime prayer circle or something similar).

WEEKLY TASKS

- Attend weekly Forge meeting on Fridays.
- Check on dorm chore chart at least 2x weekly; monitoring to see if the chores are being completed.
- Randomly breathalyze Work Phase and Transitional Phase students at least 1x weekly.

BI-WEEKLY TASKS

- Visual inspection of Forge campus 2x a month to check for any building damage, needed repairs, etc. to let Forge Director know for correction.
- Two weekends a month working, two weekends a month off.
- Any time dorm the RAs is off and GONE, coverage of duties needs to be arranged and added to the Forge calendar, so Forge staff knows who is working and how to contact them in case of emergency, etc.
- When someone else is covering, they need to be trained on the expectations for their stay, ex., code for arming and disarming, schedule of when that needs to be done during the stay, locking, and unlocking of the ed bldg., etc.
- Weekends on, two meals will be shared with the students, doesn’t matter which, just time for connecting.
- Activity of some kind scheduled for some point during the “on” weekends. It can be with the Dorm RA or with someone else, something big or something small, just something on the books so the whole weekend is not unplanned down time.

MONTHLY TASKS

- Make some sort of contact (phone call, text, visit, etc.) at least once monthly with Transitional Phase students to keep that connection open for the students and report that at the next Friday meeting.

RANDOM TASKS

- Be familiar with how to reset Nest cameras when they go offline on weekends.
- Please make every effort to limit weekend company to the “off” weekends so it does not interfere with opportunity for interaction with the students.
- If television is allowed in the dorm or education building for a Saturday movie night, make sure the tv is put away when done (no later than 9:30pm).
- No television if a service project is happening, do not want that competing with opportunities to serve.