

## **EAST COAST SAGE CIRCLE STAFFING POLICY**

Business Area: Training  
Author: Director of Training  
Status: Approved  
Date: June 12, 2010

### **POLICY:**

East Coast Sage Circle<sup>®</sup>, Inc. (ECSC) will select a group of staff women to meet the physical, intellectual, emotional and spiritual needs of the participants on the Woman Within<sup>™</sup> Training Weekend (WWTW). ECSC must abide by the staffing criteria, as outlined by the Woman Within International, Ltd. Licensing agreement.

### **PROCEDURE:**

#### **STAFF SELECTION:**

- The ECSC Staffing Committee will make the selection of staff. The Staffing Committee will consist of the Director of ECSC – Training Board member, the ECSC Administrator and the Team Leader for the weekend. The Weekend Leader (WEL) may be consulted.
- Applicants will complete and submit a Staffing Application no later than 60 days prior to the Training Weekend for which they are applying. Staff applications can be downloaded from the East Coast Sage Circle website, the WWI website, or one can be mailed or emailed upon request. Women who want to be considered as staff must send the application to the Administrator by the deadline.
- The Staffing Committee will select staff approximately 45 days prior to the training weekend.
- When the selections are made, an e-mail letter will be sent notifying the women who are selected, or are on the waiting list. *Women are expected to be committed to staffing at this time.*
- Staff requests received after the deadline has past will be considered on an as needed basis and prioritized by the Staffing Committee.
- No more than 36 staff positions will be selected for each full weekend . The number of staff positions may decrease based on the number of Participants registered for the weekend.
- Women who have completed specialized training from Woman Within International, Ltd will fill the staff positions of WEL, Facilitator, Facilitator in Training (FIT), and Team Leader.
- On a yearly basis the President of ECSC, in consultation with the ECSC Board of Directors, will select WELs for the next year based on their availability.
- Facilitators will be selected by choosing qualified women from the ECSC Community first, then from outside the ECSC territory.
- When possible FITS will be assigned for the weekends they request. If a minimum of six FITS is not available (3 per team) the Staffing Committee will seek FITS from outside the ECSC territory. If more than six FITS request a specific weekend, the Staffing Committee will choose. The woman not chosen to staff as a FIT may be given the option of another staff assignment.
- The remainder of the positions will be filled from the qualified applicants.

- The number of first time staff chosen for each weekend will be determined by the Team Leader and based on the number of applicants. A goal for each weekend is to have a minimum of six first time staffers.
- Special considerations and requests for staffing may be considered for compelling reasons. For example, this may include accommodating a staff person who is available only for a particular weekend. Out of territory staff will be given special consideration.
- A waiting list will be created to fill staff positions that open due to staff cancellations. Women on the waiting list are asked to hold the WWTW date available.

## STAFFING REQUIREMENTS

- Successful completion of the WWTW.
- Completion of One Day Staff Training.
- Women staffing as nurturers and ATL must complete Women Empowering Women.
- Team Leader, Facilitators and FITS must complete training as required by Woman within International.
- Current CPR certification is required for the positions of WEL, Facilitator and Safety. In addition, the Safety must have current First Aid certification.
- Commitment to working on personal issues in some way outside the WWTW.
- Payment of lodging fees or making an alternate arrangement with the ECSC Treasurer. No woman will be refused a staffing position due to lack of funds.
- Commitment to be on site by 8 a.m. the first day of the training weekend, to stay until dismissed on the last day of the training weekend, and to attend the Welcoming Celebration following the WWTW.
- The WEL, Team Leader, Assistant Team Leaders, FITS and Supply Staff must be on site the evening before the beginning of the WWTW.
- Commitment to review the East Coast Sage Circle Staffing Policy for the Woman Within Training Weekend prior to staffing and completion of the Staff Informed Consent Forms.
- Commitment to refrain from soliciting business or marketing personal goods and services to participants while staffing a WWTW or from entering into any new formal or informal commerce relationship with participants for a period of three (3) months following completion of a WWTW.
- Commitment to refrain from using staff and participant rosters for the purposes of soliciting business or marketing personal goods.
- Commitment to not initiate or participate in a new sexual relationship with a newly initiated woman for a period of one year following the completion of her WWTW.
- If unable to meet any one of the above-specified requirements, the woman selected to staff will immediately notify the Administrator.

## STAFF ASSIGNMENTS

- Staff assignments are made based on:
  - The needs of the weekend participants
  - Positions requested
  - Requirements of Woman Within International
- Specific positions and teams may be requested on the Staffing Application. There is no guarantee that the position or team requested will be assigned.

- Prerequisite for the position of Nurturer:
  - Attended WEW
- Prerequisite for the position of Supplies
  - Staffed a minimum of 2 times
- Prerequisite for the position of Assistant Team Leader:
  - Attended WEW
  - Staff a minimum of 4 times
  - Demonstrated satisfactory performance as a nurturer and twice as supply staff. (Performance evaluations to be made by Team Leader.)
- Prerequisite for the position of Team Leader:
  - Attended WEW and Woman Within Level 2
  - Staffed as an ATL a minimum of 5 times
  - Submit request to Director of Training to Apprentice as a Team Leader.
  - Shadow Team Leader a minimum of 3 times
  - Successfully complete a Mastery Weekend
- Prerequisite for the position of Apprentice on Facilitation Team:
  - Staff minimum of 5 times with last staffing within a 12 month period
  - Must fulfill staff positions of nurturer, supplies, and ATL
  - Demonstrated satisfactory performance as evaluated by Team Leader and reported to Director of Training.
  - Submit request to Director of Training to apply to WWI to be on the Facilitation Track.
- Staff Job descriptions and the WWTW protocol must be followed for all staff assignments. Staff is not allowed to vary their job description without explicit permission of the WEL or Team Leader.
- There are to be no more than two FITS and one apprentice FIT on each team.
- The Staffing Committee chooses and assigns the Facilitation Teams. Only the Team Leader or WEL can change the assignment.
- Staff will be given opportunity to take leadership roles on the WWTW if opportunities become available.
- Staff women are responsible for themselves and their choices. If a woman is not clear about her assignment, she should contact the Team Leader prior to the weekend or the WEL or Team Leader on the weekend.

#### STAFFING REFUSALS

- A woman may be asked to leave the weekend or to not staff again if the WEL and/or Team Leader determine that she is unable to contain her individual issues to the extent it disrupts the staff or threatens the container for the Participants. The WEL or Team Leader will give the woman specific requirements to be completed for her to be considered for staff again.
- Repeated last minute cancellations (14 days prior to the WWTW) and/or a staff woman's inability to meet commitments as outlined in this policy may have a negative impact on being selected to staff.