

## CedarCreek Students Director Schedule "Template"

### Monday- 8 Hours

- Administrative Work- 9-3pm
  - o Weekend Follow-Up
  - o Rock Connections
  - o Leader Communication
  - o Cleaning up Groups on Rock, etc.
- School/Student/Leader Engagement/Presence: 3-5pm\*
  - o i.e.- Coaching/Volunteering/Clubs/Leader Connection/etc.

### Tuesday- 8 Hours

- Student Team Meeting: 9-11am
- Lesson Prep: 10-12pm
- Leader Engagement (Lunch/Coffee): 12-1pm
- Admin Work (Scheduling/PCO/TW/FC/etc.): 1-3pm
- School/Student/Leader Engagement: 3-5pm (or later in evening)

### Wednesday- 12 Hours

- Prep for Campus Staff Meeting: 930-10am
- Campus Staff Meeting: 10-12pm
- Misc. Campus Work: 12-5pm
  - o Possible School/Student Engagement: 3-5pm
- Student Nights (Prep/Exec/Reset): 5-9pm
- Leader Engagement: 9-930pm

### Thursday- 3 Hours

- White Space as needed
  - o Follow-up from Wednesday Night (Parents/Students/Leaders)
  - o Misc Admin work (WR/FC Registrations/Scholarships, Scheduling, Onboarding)
  - o Prep for Weekend
  - o Possible School/Student/Leader Engagement

### Friday- Off

### Saturday- 3 Hours

- Church at Campus: 4-7pm

### Sunday- 6 Hours

- Church at Campus: 8-2pm

\*6-8 Hours of "Go Where They Are"