



Staff Expectations

Communication	Be fully present when communicating with participants and other staff. Use eye contact, exhibit a receptive stance, practice focused listening, and provide reflective responses.
Dedication	Commit yourself to each task you undertake. Exude craftsmanship and excellence in all you do. You represent Venture and UNC Charlotte, so demonstrate pride in both.
Dependability	It is your responsibility to work the programs/trips you have committed to <i>or</i> find a substitute. Communicate with your supervisor regarding any such arrangements. Realize that your participants, peers, and supervisors hold you accountable.
Image	It is your responsibility to keep a clean and presentable appearance. Wear your Venture shirt when required. Wear activity appropriate clothing that errs on the side of modesty.
Initiative	Assess what needs to be done and then do it. Do a job well and correctly; half the job is insufficient. Finish the task and then look or ask for more.
Knowledge	Learn Venture policies and protocols. Make a deep commitment to develop and improve your skills. Initiate practice sessions. Do not be afraid to ask questions of core staff.
Policy Enforcement	You are responsible to ensure Venture policies and protocols are followed, even when not popular. Follow up with your supervisor over any policy questions.
Punctuality	You must be prompt for all shifts and meetings. If you will be late or are sick, let your supervisor know in a timely manner. See "Dependability."
Service Oriented	Your actions must show you consider how you may impact those around you. It is not about you anymore; it is about being present in the moment with your participants' outcomes in mind.
Respectful	You will work with a wide diversity of participants and staff. Remember that we all have different experiences and gifts to offer, and inherent dignity. Each interaction with Venture staff should leave everyone feeling acknowledged.
Role Model	You are constantly observed by others whether you realize it or not, for better or for worse. Endeavor to be your best self.
Teachability	You will receive positive and constructive feedback throughout your time with Venture. Be open and proactive in your reception of feedback. Your response should be humble, answering "Thank you" <i>or</i> "Tell me more." Seek to grow from your interactions with others.
Teamwork	You are a VOLTAGE leader, therefore a part of the Venture team. Participants and environments will often demand a lot from you. Do not forget to share some of your best self with your co-staff.

We are about serious business, but don't forget to have fun with your job! Your role is essential to what we do.

I have read, understand, and will adhere to the Venture Program Staff Expectations. I understand that failure to adhere to these expectations may result in probationary status and/or termination.

Signature

Date