

Primary Adult Leader Job Description



The Primary Adult Leader's (PAL) purpose is to be the representative from their Church who participates fully in the Summer Serve program and is the contact person for their congregation and the Summer Serve Staff. The following are the PAL's specific responsibilities:

- PAL is responsible for the communication between the Summer Serve Staff and any participants/parents from their congregation.
- PAL is responsible for the other adult volunteers from their congregation and will make sure the adult to child ratio is met.
- PAL is required to attend an onsite Summer Serve orientation at Shepherd of the Hills Lutheran Church (6914 Wurzbach Rd, San Antonio) on Wednesday, June 6 from 6:30-8pm.
- PAL is expected to have knowledge of their congregation's participants and their medical concerns and needs prior to attending Summer Serve.
 - They will be responsible for making sure each participant has a medical release form present at Summer Serve.
 - They are responsible for checking with their congregation's policy concerning carrying and administering nonprescription and prescription medicine for the participants.
 - They will be in charge of contacting parents should anything happen to a child attending Summer Serve.
- PAL is responsible for making sure all payments and registrations are turned in and paid in full before the deadline passes.
- PAL will participate fully in the Summer Serve program and will use their gifts to help share the love of Christ with their participants and the people they are serving.

If you have any questions concerning the Primary Adult Leader (PAL) responsibilities and Job Description please feel free to contact us at info@summerserve.com and we will get back to you promptly. Thank you!