



## **Work Camp Coordinator Support**

Summary: Work projects are coordinated for groups attending work camp beginning Monday morning. Workdays normally begin at 8AM with groups leaving the housing facility at approximately at 7:30AM. Groups will work until 4PM with appropriate breaks during the day including lunch. During the lunch break most groups will have devotions. They are encouraged to invite homeowners that are present to join the devotion time. The same work schedule is used on Tuesday, Thursday and Friday. Wednesday's schedule begins with a Camp Gathering following breakfast. Then groups work until Noon when they break for lunch, get cleaned up, and then enjoy a half-day activity that the group chooses.

### Tasks:

- Serve as the assistant to the Work Coordinator- this could include picking up supplies, doing research online, answering the phone when riding in the car or truck, or any other jobs to help the Work Coordinator complete his work.
- Oversee the Tool Trailers- this person will work with the dispersion of tools, the collection of tools, and the tool trailer inventory at the beginning of the summer and when camps are complete. This person will also be responsible to unlock and lock the trailers at the end of each workday.
- Be responsible to interact with people on their work sites. This person will act as an encourager as well as another set of eyes for the Work Coordinator. We work to help groups have meaningful work where they feel joy with completing their tasks. This person will listen to people's concerns and joys in relation to the work projects so these feelings can be shared with the Work Coordinator.
- Share in the "common responsibilities" of the staff, policing the facility from a cleanliness standpoint, set up, tear down, etc.