

# Assistant Work Site Coordinator



Summary: The Assistant Work Site Coordinator provides excellent customer service to all camp participants, and supports the volunteer team with leadership, encouragement, and a servant's heart. Work projects are coordinated for groups attending work camp beginning Monday morning. Workdays normally begin at 9 AM with groups leaving the housing facility at approximately at 8 AM. 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.

Work in Connection with the Mission Weeks Director to:

- 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.
- Provide excellent customer service to all participants, lodging facility staff, and Volunteer staff
- Share in the "common responsibilities" of the staff, policing the facility from a cleanliness standpoint, set up, tear down, etc.

Be a spiritual role model seeking to honor the Lord Jesus Christ with your life.

- Choose behaviors that will be perceived as Christ-like from people of various church backgrounds.
- Be willing to set aside habits or hobbies that you believe are within your rights as a Christian if you believe a church may have different beliefs than you.
- Dress modestly, if clothing is not appropriate, will be notified and will be asked to change.
  - Assistant Work Site Coordinator will be given:

- a staff shirt, which is to be worn Sunday afternoon and evening
  - a name tag to be worn Sunday afternoon and evening
  - a camper t-shirt, which is to be worn on Monday
- Pray daily for God to work in and through the CE Mission Weeks ministry to draw homeowners, people from the community, and participants from the church closer to Christ.
- Share prayer concerns with the Mission Weeks Director.
- Provide daily updates and reports including any announcements that are required or adjustments suggested to the Mission Weeks Director.
- CE Unity Statement:
  - The Assistant Work Site Coordinator agrees to abide by the CE Unity Statement in connection with Mission Weeks. See attached CE Unity Statement.
- Assistant Work Site Coordinator will follow up with the CE Mission Week Director with any questions or concerns about attached documents.
- Serve under the responsibility, authority of and report directly to the Mission Weeks Director.
  - The Primary Supervisor is Matt Ross, CE Mission Weeks Director
  - The secondary Supervisor is Dr. Dave Coryell, Executive Director of CE
  - Any additional supervisors will be authorized by the main Supervisor in the case that any of the above are not able to be present.
- Be on time for work responsibilities, meals and Gathering Times unless arrangements are made with the Mission Weeks Director.
- Be the liaison between CE, local church participants and anyone locally you meet.

#### Payment terms:

- Assistant Work Site Coordinator will be paid \$250/ per week
- Assistant Work Site Coordinator may raise additional financial support
- Any additional expenses for the ministry from personal funds require approval and be signed by the supervisor.
- Lodging will be provided.
- Assistant Work Site Coordinator is responsible for their own items/equipment for the weeks of ministry. These include and are not exclusive to:
  - air bed, cot, etc.
  - bedding, sheets, pillow
  - personal clothing
  - personal toiletries
  - personal hygiene items
  - any personal items or food

#### Transportation:

- To Mission Weeks will be the responsibility of the Assistant Work Site Coordinator
- Transportation will be provided to the Assistant Work Site Coordinator during the weeks of ministry in either of the following vehicles:
  - Supervisor's vehicles
  - Rental vehicle
    - Only people who are 21 years of age will be able to drive a rental vehicle
  - With another group as necessary
- Use of a personal vehicle is not encouraged

- If a person decides to bring their own vehicle, they will be responsible for all financial obligations with the vehicle (i.e., gas, upkeep, insurance, tickets, etc.)
- Assistant Work Site Coordinator under the age of 21 will need to receive adult/guardian approval to travel with their personal vehicle
  - The authorization needs to be in writing
- Any supervisor needs to be informed of an underage person traveling with /in another Summer Staff's personal vehicle
- The Assistant Work Site Coordinator's personal vehicle will not be requested for CE transportation, therefore there will be no reimbursement for mileage unless some other agreement has been made with the Supervisor in writing and signed by both parties.

Personal development will be offered by CE

- Each Wednesday afternoon the Summer Staff will meet with at least one of the supervisors mentioned previous
- During the meeting the following will be addressed:
  - next week's schedule and groups
  - assignment of Summer Staff to their groups
  - leadership training
  - spiritual development
  - any other matter that is of importance at the time