

Service Project Manager Week Walk Through

The Service Project Manager (SPM) job is one of the most labor intensive jobs that Mountain T.O.P. has to offer. This person will work with Ministry Coordinators (MCs) in the service project operations in a Mountain T.O.P. camp. This person will have less exposure to the participants in camp than any other position on the staff but will make up for it in relationships with tool contact people, county families, and local businesses. The SPM manager reports directly to the Director of the camp on a daily basis. The Support Staff Service Area Manager may be utilized as a resource when directed to do so. The director is still ultimately responsible for the smooth operation of the service project success. The following should give you an idea of what a typical week for a SPM looks like with brief explanation of each job function.

❖ Pre-Camp

- ☒ Wednesday – Friday
 - Prepare for campers arrival
 - Encourage Staff Bonding
 - Work with MCs to finalize field operations
 - Finalize field budget
 - Make sure adequate material is available for work sites
 - Make material deliveries and coordinate material delivery via MCs
 - Coordinate with SPMCs on a daily basis to ensure understanding of project needs and special circumstances or non-standard projects
 - Manage woodpile and acquire materials from local lumber contacts
 - Be in communication with and help sister staff with end of week field needs
 - About unfinished projects from their week that may roll over to yours
 - About material needs and county business relationships
 - About tool shed status

- ☒ Saturday – Finalize preparations for campers
 - Complete and Coordinate any final Monday - Thursday confirmations or deliveries
 - Help sister staff end their camp week successfully
 - Work with staff to ensure camp facility is prepared - Bathrooms, sleeping quarters, Dining hall, common areas clean
 - HAVE FUN – staff goes on Rest and Relaxation (R&R) that evening when all necessary preparations are complete

❖ Camp Week

- ☒ Sunday – campers arrival
 - Make campers feel welcome- Do whatever possible to ensure Christian Community atmosphere is present
 - Work with Churches on van-bucket check in
 - Give Service Project speech
 - Manage Coordinators calling Monday's families that will be worked with
 - Assist with any Program roles

- ☒ Monday – Friday
 - Coordinate tools/supply needs with MCs/Youth Renewal Groups (YRGs - work teams) in the morning
 - Visit potentially problematic or odd job sites to ensure YRG is equipped for the job and that the family is happy
 - Acquire necessary materials for end of the week projects
 - Deliver any materials for the following week or Friday projects
 - Keep track of service project operations spending
 - Pick up any unused materials
 - Manage coordinators on their daily paperwork and data entry
 - Manage coordinators on evening phone calls to next day's projects
 - Help Sister staff in whatever way possible
 - Assist with any program roles

❖ Post Camp

- ☒ Saturday
 - Coordinate any remaining follow-ups
 - Help Sister staff if needed with confirmations and deliveries
 - Ensure all paperwork is complete and ready to hand over to the director
 - Perform collaborative reviews – review and compose Plan of Action
 - HAVE FUN – staff goes on Rest and Relaxation that evening when all necessary details are complete

- ☒ Sunday
 - Staff will go to church collectively
 - All paperwork must be done and handed to Director
 - Your break will begin Sunday after church and last until Wednesday at 9:00am