

Service Project Ministry Coordinator Week Walk Through

The Service Project Ministry Coordinator (SPMC) job is one of the most exciting jobs that Mountain T.O.P. has to offer. This person will work with other SPMCs and managers for both service project and program operations in a Mountain T.O.P. camp. This person will have a greater amount of exposure to the participants in camp than any other position on the staff. It has been hailed by numerous former staff since its inception as “The best job on the mountain.” The following should give you an idea of what a typical week for a Service Project MC looks like.

❖ Pre-Camp

Wednesday – Friday - Prepare for campers arrival and staff bonding

- Work with Service Project Manager (SPM) to finalize field operations
 - Make 2nd visit to families to confirm projects and materials needed
 - Make material deliveries
 - First visit families to find new work
 - Help sister staff with follow ups if needed
- Work with Program Manager (PM) to plan week’s programming
 - Develop worship ideas and assign roles
 - Develop nightly games and activities and assign roles
 - Practice group discussion facilitation

Saturday – Finalize preparations for campers

- Make any final confirmations or deliveries
- Help sister staff end their camp week successfully
- Ensure camp facility is prepared -Bathrooms, sleeping quarters, Dining hall, common areas clean
- HAVE FUN – staff goes on Rest and Relaxation that evening when all necessary preparations are complete

❖ Camp Week

Sunday – campers arrival

- Make campers feel welcome
- Facilitate games and activities throughout the day
- Facilitate Youth Renewal Group (YRG) breakdown(dividing into work teams)
- Get to know campers and do everything you can to provide a Christian Community atmosphere
- Make phone calls to Monday’s projects to ensure they will still be home and still want the project
- Lead in worship roles. Take part in worship

- Put campers to bed and turn lights out in cabins

Monday – Friday

- Coordinate camp cleaning with Major Group in the morning
- Assign projects to YRGs, give details and ensure they get the necessary tools/supplies
- Visit sites to ensure YRG is equipped for the job and that the family is happy
- Give devotionals to each work team
- You will visit each of your YRGs twice a day on their work site
- Make first visits and do follow ups in the area your YRGs are working
- Seek donations in the community
- Help Sister staff in whatever way possible
- Return to camp and facilitate program roles (games, community fun, worship)
- Put campers to bed and turn the lights out in cabins
- Nightly program and field meetings

❖ Post Camp

Saturday

- Finish any follow ups and any paperwork
- Perform Collaborative Reviews – review and compose Plan of Action
- Help Sister staff if needed with confirmations and deliveries
- 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 or Managers
- Your break will begin Sunday after church and last until Wednesday at 9:00am