



# Project Shine Worksite Coordinator Job Description

## WORK RESPONSIBILITIES

### Pre-Ministry Week(s):

- Paint Responsibilities:
  - Inventory paint remaining from past years
  - Establish communication with Sherwin Williams
  - Establish color options for residents
  - Prepare and place paint order prior to the week before the project week
  - Arrange for paint pick-up
- Application/ Worksite evaluation
  - Review all applications received
  - Conduct resident interview/ Complete Job Site Evaluation Form including picture documentation of the property
  - Select paint color with resident
  - Create shared document of approved worksites and worksite needs (this should include enough detail to allow logistics to plan crews and project week schedules)
  - Complete final evaluation of worksites with Board Member(s) to create final list of jobs to be included in the project week
- Supplies
  - Create list of supplies needed at each site and work with a Board Member to confirm what items are already in Shine's possession and what items need purchased
  - Confirm items are purchased as needed prior to week of
  - Note ladder needs for each site
  - Oversee assembling of supplies to be delivered to work sites

- Work
  - Arrange and execute power washing of each site as needed
  - Prepare job descriptions for each site to be used by logistics and crews (week of)
  - Confirm Board is prepared to deliver ladders as needed to worksites

**During Ministry Week(s):**

- Communication:
  - Communicate with Logistics re: paint color(s) at each location and daily schedule
  - Resident communication (including notification of schedule and connections re: work that is being/has been completed)
  - Communicate with Crew Leaders re: worksite progress and needs
  - Communicate with the Board each night re: progress and next day's schedule/needs
  
- Sites management:
  - Visit each site early each day and assist crew leaders in optimizing work day/ ensure safety is prioritized
  - Ensure work being completed meets expectation
  - Give final inspection of worksites before crews leave for last time
  - Address any obstacles to the progress of the work
  - Field questions throughout workdays from crew leaders
  
- Supplies:
  - Maintain record of ladder locations (in conjunction with logistics)
  - Communicate with logistics additional supplies to be purchased
  - Evaluate paint volumes/needs daily at each worksite
  
- Sunday Night Leaders' Meeting:
  - Prepare safety, work, project description meeting with a Board Member
  - Be prepared to field questions and give guidance to volunteer adults

## **EXPECTATIONS**

### **Accountability**

- The successful candidate will communicate with the Board of Trustees to ensure work is completed in a timely manner.

### **Time Expectations**

- We expect this position to begin at the successful candidate's discretion, but no later than April 1.
- We expect the Worksite Coordinator to be available during daytime hours from 7:00 a.m. until 6:00 p.m. (M,T,R,F) during ministry week(s). Worksites will need to be checked either Tuesday evening or during the day Wednesday.
- Work commitment will end with final day of Project week.

### **Pay**

- Salary for Work Coordinator is \$3000, paid half May 8 and the remaining balance following completion of project week.
- Mileage reimbursement is negotiable.

### **Personal Expectations**

- Successful candidate is expected to use personal vehicle and cell phone in communication with residents and board members.
- The successful candidate will be a believer in Jesus Christ and agree with the Project Shine doctrinal statement.
- The successful candidate will display compassion for and a desire to work with residents in the Kenmore and Ellet area (44314 and 44312 zip codes).
- We expect the successful candidate to participate in a local church, uphold personal character, and be accountable to the Project Shine Board of Trustees.