

PROJECT COORDINATOR JOB DESCRIPTION



- Direct and oversee the entire project
- Build the executive leadership team, maintaining communication and enhancing the relationships
- Coordinate and maintain the balance of building people and building buildings
- Arrange travel, housing, transportation, meals, insurance, site visit, follow up
- Recruit skilled participants
- Set guidelines for group behavior; monitor and give feedback
- Make a site visit to the project
- Develop the budget, direct funds, report appropriately
- Develop daily work routine with the Construction Superintendent
- Coordinate excursions and other activities
- Orient the group before and during the trip
- Help to set and communicate appropriate expectations for the volunteers
- Monitor cultural sensitivity and host/volunteer relationships
- Be responsible for paperwork before, during and after the project



CONSTRUCTION SUPERINTENDENT JOB DESCRIPTION



- Oversee the entire building process.
- Make a preliminary site visit to the project if possible.
- Be familiar with the building plans, material, and equipment lists.
- Help the Project Coordinator recruit skilled adults.



Construct the building according to the plans provided by Maranatha.

- Make sure needed tools get to the site. (See tool list.)
- Work with the Project Coordinator to create work teams and set the schedule for each day.
- During the project, supervise the crews to keep everyone working and motivated, teaching and demonstrating the skills needed.
- During the project, monitor the material supplies to be sure you have what you need to finish your task.
- Maintain quality control. Construct this building as if you were building your own church back home. Please do not let the urgency to complete the project overshadow the quality of work.
- Promote and be aware of safety, instructing the group on ways to insure their own safety as well as the safety of others. Every volunteer MUST wear a hard hat, work gloves, sunglasses and or safety goggles. Please enforce this safety measure.
- Remember that you are directing volunteers. You did not hire them and you cannot fire them. You can teach, train, motivate, and shape them.
- Work with skilled adults to mentor those that are unskilled. You are a manager and a teacher.

SAFETY CONCERNS

- You will be working with people who have never worked on a construction project before. Please make them aware of the dangers inherent on the job site.
- Please do not allow horseplay on the job site.
- Insist on the use of safety equipment such as hard hats, work gloves and safety goggles, etc.
- Please designate one or two people to use the power block saws and make sure that they are educated in its use and that safety goggles, hard hat and work gloves are used.
- Please maintain a clean and orderly job site.

PROJECT SITE SAFETY OFFICER JOB DESCRIPTION

The **Safety Officer** (designated by the Construction Superintendent) works closely with the Construction Superintendent to assure the general safety of volunteers on the project construction site. (He or she could be recognized by the volunteers as the Safety Officer by wearing a red hard hat). **The responsibilities of the Safety Officer include, but are not limited to, the following:**



- Assures that protective gear such as hard hats, work gloves, sunglasses, and/or safety goggles and respirator masks (when needed) are worn.
- Assures that sunscreen is used to protect exposed skin.
- Assures that the volunteers wear clothing that maximizes sun protection.
- Assures that sufficient fluids are consumed to avoid dehydration.
- Clears area while scaffolding and trusses are being set up.
- Assures that nail ends are not exposed.
- Assures proper use of equipment.
- Watches and flags hazards (such as protruding scaffolding, exposed rebar, etc.).
- Maintains clean project site, assuring scraps are picked up and disposed of appropriately.
- Assures that there is no horseplay or running on project site.
- Is aware of new activities for the day; considers appropriate work behavior.
- Assures that safety rails are mounted on all scaffolding used for the second stage, on up.

SPIRITUAL LEADER JOB DESCRIPTION



- Lead in the spiritual formation of the participants and the group as a whole.
- Understand the dynamics of young people and groups.
- Monitor and direct group and individual development.
- Train the participants in cultural sensitivity before, during, and after the trip.
- Direct and oversee morning and evening worships for the group.
- Develop and produce journals for the group.
- Develop a What to Take list (see appendix in the Maranatha Guide to Adventure) for leading spiritual activities.
- Lead in the debriefing process each evening, including the use of journals.
- Coordinate with the Nationals for weekend and other special programs.
- Coordinate outreach activities.
- Make a preliminary site visit to the project if possible.
- Work on the job site with the rest of the volunteers.



HEAD COOK JOB DESCRIPTION

- Arrange and prepare three full meals per day while on the project
- Consider what meals are needed during travel, including excursions
- Work with Project Coordinator to get information on cooking facilities and equipment, markets, water supply, electricity, etc. Talk with Project Coordinator before and after the site visit if you aren't on the site visit.
- Provide the Project Coordinator with a list of equipment needed to cook for your group, determining what is available on site and what will need to be taken with you.
- Work with the Project Coordinator to ensure you have transportation to market for shopping
- Know how to sanitize food and water
- Direct the rest of the kitchen crew, which may change from day to day
- Remember that FOOD can be THE key to a successful project
- Share the load. Cooking three meals a day means the cook starts before all others and ends after everyone else. It is best for one person to direct no more than two meals per day if at all possible. Arrange for someone else to direct a meal per day.



COMMUNICATION OFFICER JOB DESCRIPTION



The Communication Officer (designated by the Project Coordinator) is responsible for spreading the news about the team's mission work. This person is alert to newsworthy elements before, during and after the project. The Communication Officer gathers photos, quotes, information, and sometimes video to share with their local church or school as well as larger media such as conference, or public newsrooms.



BEFORE THE PROJECT

- Pitch your team's story to local news media.
- Decide how your team will share their photos with each other. Will you use a photo sharing site like Photobucket or Flickr, or compile all the photos onto a CD or DVD to share?
- Study the *Writing Guide for Maranatha Volunteer Groups*

DURING THE PROJECT

- Take notes during the project about experiences you and other team members have.
- Collect quotes. You may choose to interview people during the project, or you might write down something they say in the team worship – but write down quotes that will help you form a great story. (You should later ask permission to use quotes gleaned from team meetings.)
- Take pictures
- Remind your team that you'll be sharing photos (if you plan to do that.)
- Post on the team's blog or website.
- Keep your eyes open for what makes your project/team unique.
- Ask your team members, and local people what they are feeling and experiencing. Record it or write it down.

AFTER THE PROJECT

- Create a press release for your local news media. (Newspapers, television stations, etc) and submit it – right away!
- Write a story for your local church conference to use in their newsletter or the Union Paper. Submit it.
- Refer to the *Writing Guide for Maranatha Volunteer Groups* for details on how these should read.
- Gather photos from the team and distribute.
- Post on the team's blog or website.
- Send Maranatha your story and some photos. Email jlee@maranatha.org.

TEAM MEDIC JOB DESCRIPTION



- Be familiar with the needs of your volunteers including any medical conditions and allergies.
- Assemble the team's First Aid Kit and become well acquainted with its contents so that you can locate supplies quickly.
- Be responsible for the team's First Aid Kit at all times. Keep the First Aid Kit in a safe place and carry it with the team when the team travels, including excursions.
- Administer medical attention when necessary.
- Give out medical supplies when needed.
- Create and/or be familiar with the emergency procedures for your project, including emergency care locations.
- Decide, along with the Project Coordinator, when someone needs emergency care.
- Take necessary preventative precautions to avoid illness and accident, such as assigning someone to attend to the cleanliness of bathrooms and hand washing.
- Be responsible, along with the Project Coordinator, for filling out the Medical Report Form if a team member has emergency care.
- When applicable: track pre-field immunizations by making sure that all team members have completed their immunizations.



OUTREACH AND CHILDREN'S MINISTRY COORDINATOR JOB DESCRIPTION



1. Work with the project coordinator before, during, and after site visit to discuss the outreach opportunities you plan to offer during the project.
2. Communicate with local church and community leaders to find out the various needs of the community. Don't assume that a community needs or wants something just because they don't have what we are accustomed to.
3. Be open to creative ideas that the local leaders suggest that might not be on the "normal" list of outreach activities.
4. Work with the project coordinator to develop and stick to an outreach budget.
5. Involve volunteers in outreach efforts.
6. Compile supply lists for the various activities and either plan to purchase them in country or communicate with volunteers prior to the project so they can bring materials with them.
7. When applicable, plan a variety of activities for the volunteers
 - Interactive Health Programs: a hands-on interactive health education experience for local children. Communicate with Maranatha for more information.
 - Children's Ministry Programs: Vacation Bible School, after school games, or similar activities
 - Evangelistic Meetings or youth programs
 - Painting Projects
 - Visitation, Prayer, and Literature Distribution
 - Food Distribution
 - Home improvement projects
 - Community clean up initiatives



MEDICAL/DENTAL OUTREACH COORDINATOR DESCRIPTION



1. Lead the medical and/or dental team in the organizing and managing of missionary medical clinic outreach.
2. Work with the Project Coordinator, and Maranatha's Group Project Specialist, who will communicate with the in-country support staff to confirm clinic sites, days and times, and obtain permissions.
3. Help recruit health care professionals for the medical/dental team.
4. Work closely with Maranatha's Medical Project Specialist in preparing for clinic outreach.
5. Become familiar with the Maranatha Medical/Dental Protocol Packet, and all other medical documents designed to guide in the preparation of medical clinic outreach.
6. Determine the quantity of medicines and supplies needed for the clinics by referencing the "Priority Medication/Supplies For Medical Missions Clinics" document, and the expertise of the Maranatha Medical Project Specialist.
7. Determine how the medicines and supplies will be obtained, packaged, and transported into the country you will serve in.
8. Lead out in medical/dental team orientation and building team relationships. Encourage team members to share past mission experiences and training.
9. Utilizing the "Core Medical Team Layout", lead out in assessing volunteers for strengths and leadership skills for managing different clinic stations.
10. Lead the team in organizing medical supplies and pre-bagging and labeling medications (i.e. vitamins and analgesics) in country, prior to the clinics.
11. Facilitate the management of the clinics, keeping the focus on a spiritual emphasis and health education, utilizing "Priority Health Education Topics for Developing Countries Mission Outreach", "Health Education Resources", and "How To Be Healthy" documents.
12. For Open Team Medical/Dental Coordinators: please inventory medications and medical supplies that were not used at the end of the mission project, and give the inventory and supplies to the country coordinator so they can be used by other Maranatha groups.

