



COLLECTIVE SUMMER STAFF RESPONSIBILITIES

Additionally, there are items for which all staffers are equally responsible. Some must be accomplished with the collaboration of the rest of the team, but other responsibilities must be carried out by each individual staffer to ensure that a center runs as smoothly and efficiently as possible. The following explains the additional key responsibilities and outcomes for which every staffer will be evaluated.

Key Responsibilities:

The key responsibilities for the entire staff are:

1. manage construction projects
2. provide volunteer service
3. serve the community
4. ensure that a spiritual environment is fostered at the center
5. actively contribute to the staff team

Each staffer is expected to **manage construction projects** so that...

- Repairs make homes warmer, safer, and/or drier
- ASP worksites are safe for volunteers, family members and staffers. Necessary safety provisions are made immediately if any safety concerns arise.
- All repairs meet state and county regulations
- All repairs adhere to ASP construction related policies
- Repairs comply with the needs of the family
- Supplies and materials are maximized and waste is minimized (through efficient and conservative ordering on supply sheets, well-planned and clear work orders and instructions, and thorough home visits, etc.).
- Each home is visited and discussed daily by volunteers and staff
- Every home ASP works on is left in a better condition than before work started
- ASP's construction manual is consulted daily, and as needed, as the guiding construction standard.
- Volunteers are utilized as partners in the construction and planning process.
- Repair plans are conveyed clearly and specifically through written and verbal instructions to volunteers (through work orders, Sunday night home visits, daily runs visits, and nightly meetings with Group Leaders).
- Long Range Plans are followed and communicated consistently to volunteers and families throughout the summer. Short Range Plans are followed in the last two weeks of the summer.
- Special tool or material requests are communicated in a timely manner to ensure that volunteers can perform work at all times during the week.
- Accurate and detailed notes of each project are kept and relayed to all staff on a daily basis.
- Multiple resources are utilized to problem solve and staff brings proposals to the table when discussing construction issues.

Each staffer is expected to **provide volunteer service** so that...

- Volunteers are informed of all ASP center rules and regulations, including safety procedures, and those rules are enforced with the help of Group Leaders.
- Positive and proactive communication is maintained with all volunteers.
- Support and encouragement is provided to all volunteers, and they are recognized for their work and accomplishments.
- Group Leaders can meet with staff at a minimum of every other day to address any issues or concerns that would inhibit a positive volunteer experience, and all problems brought to the staff are addressed as soon as possible.
- Summer staff meets program target levels of: leadership, responsiveness, cooperation, and project communication, and receives high ratings in the overall category. Staff makes effort to improve in areas where evaluation ratings are lower than desired.
- Major concerns or issues related to volunteers are communicated in a timely manner to the Center Director and Program Manager as necessary.

- Programming is provided to all volunteers and meets annual programming criteria, and is improved upon throughout the summer.
- Staff members are present and on time for organized programming activities.

Each staffer is expected to **maintain community, facility and family service aspects of the Summer Program** so that...

- ASP has positive relationships with community contacts, facility managers, families served, cooks, and school board representatives, receiving target ratings on program evaluations.
- Families not served receive accurate information about their status with ASP by notification deadlines.
- Families served have the ability to interact with staff on a daily basis so they are able to discuss project plans, concerns, or volunteer relations as issues arise.
- Initiative is taken to quickly and effectively resolve facility maintenance, cleanliness, security or damage issues, and the situation is reported to the Center Director and staff as soon as possible.
- The facility is always clean inside and out, and assist volunteers and the Operations Coordinator as necessary.
- Staff quarters and office are clean at all times, and could pass inspection by a Facility Manager or Program Manager.
- All areas of the facility in ASP's use are kept organized, clean, and presentable to facility representatives at all times.
- The facility is secured by locking it when no ASP parties are around to observe possible theft or vandalism.
- Any facility damage is immediately reported and corrected as soon as possible.

Each staffer is expected to **ensure that a spiritual environment is fostered at the center** so that...

- Volunteers feel inspired to lead lives of Christian service.
- The experience will have the greatest possible impact on volunteers.
- Programming:
 1. will relate to unifying center/summer theme.
 2. reflects ASP's value statements and the Christian faith.
 3. is provided to all volunteers and meets annual programming criteria, and is improved upon throughout the summer.
- Staff can provide supplemental material in the absence of expected programming.
- Volunteers are given visual reminders of the Christian environment (quotes, Bibles, cross).
- Individual volunteers can read/use spiritual quotes/stations for personal time.

Each staffer is expected to **actively contribute to the staff team** so that...

- All rules and regulations throughout the summer are upheld and the Summer Staff Covenant is honored.
- All points of view are heard and considered in discussions and staff decisions, while meeting ASP's Interpersonal Standards.
- All staffers feel supported, encouraged and recognized for his/her talents and accomplishments.
- Any feedback given by the Center Director or Program Manager is openly received and immediate action is taken to improve individual or staff performance.
- Each staffer participates in self, team, and programmatic evaluations on a regular basis (bi-weekly for self and team, at least twice for the overall program), actively working to improve the services his/her staff provides to families and volunteers.
- Staff meetings are thorough, effective, and efficient, and are completed no later than 1 a.m.
- Messages from staff are unified and support other directions given by staff members.
- Any concerns that interfere with a staffer's ability to carry out ASP's mission are brought to the attention of that staffer's Center Director or Program Manager.
- Any additional tasks (that are not expressly designated to a specific position) assigned by a staffer's Center Director or Program Manager are carried out with high quality and by deadline.
- Initiative is taken to accomplish tasks beyond specifically assigned responsibilities, including assisting fellow staff members in accomplishing their position-specific responsibilities.

- All staffers take at least one day off and one sleep-in day every other week, and any additional personal time that is necessary to keep all physically and emotionally capable of doing their best work.
- All vehicle and driving related laws and ASP driving policies are followed at all times.
- All job-related instructions that are given out after leaving training, such as those that you receive in the weekly Blue Foam Bulletin or other correspondence are followed to standard by deadline.
- Any messages (phone, email, fax, etc.) are relayed in a timely manner to the appropriate staffer and responses to requests for information by members of the Johnson City staff are initiated within 24 hrs.
- The Center Director is utilized as the leader and supervisor of the staff team.
- FOR RETURNERS:
 - Work closely with new staff to coach them through the staff job, helping them to meet their job objectives and to gain positive personal growth through the staffing experience.
 - Actively seek ways to assist the CD in any and all tasks.