



# Appalachia Service Project, Inc.

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## Job Description

### Regional Coordinator- SW West Virginia

#### General Conditions

Appalachia Service Project, Inc. (ASP) is a Christian ministry of home repair, home rehabilitation and new home construction. ASP is a not-for-profit 501(c)(3) organization. Using the skills and efforts of thousands of volunteers as well as both part-time and full-time staff, ASP provides housing services to low-income households in the Central Appalachian regions of West Virginia, Virginia, Tennessee, Kentucky, and North Carolina.

Persons desiring employment with ASP must have a personal commitment to Christian faith and service to others. ASP does not require, as a condition of employment, membership in or profession of a specific denominational theology. ASP goes to our brothers and sisters in a spirit of Christian love and service and accepts them right where they are, just the way they are. ASP expects each employee to be an example of this standard of Christian service.

ASP is an equal opportunity employer. No one will be discriminated against because of race, religion, creed, color, gender, age, sexual orientation, veteran status, or disability. Employment decisions will be based solely on qualifications for and ability to perform the duties of the position for which employment is sought.

#### Specific Conditions

##### Overview

The Regional Coordinator position is part of the Ministries Department, and is responsible for coordinating the home repair program within an identified geographic area. The Regional Coordinator is involved in networking within communities to establish center facilities and families to serve; training staff; assessing volunteer and staff experiences; and overall management of the summer home repair program. Additionally, the Regional Coordinator will manage the staff of the year round facility within the region, and may supervise summer staff. The specific Regional Coordinator position's duties will be discussed during the interview process. The Regional Coordinator is directly responsible to the Director of Field Operations.

This position is based in **Southwestern West Virginia**. The incumbent is scheduled to work on a salaried basis. Irregular hours will be required and, if so, will be scheduled in advance by the employee's supervisor. The incumbent is required to travel extensively throughout the designated region and may also include monthly visits to ASP Headquarters in Johnson City, TN. Requirements for irregular hours will be discussed with the prospective employee prior to hiring.

## **General Responsibilities**

### **County Set-Up:**

- Secure facility lease agreements to house volunteers & staff in each county
- Hire and orient cooks to prepare meals during the summer program
- Coordinate with community contacts to collect home repair applications
- Compile county information and submit pieces for annual volunteer mailing (mailing compiled by Volunteer Department)
- Update county profile to be provided to Center Directors (CDs)
- Facilitate home selection utilizing volunteers and seasonal staff
- Set up bank accounts for summer locations
- Obtain necessary permits for housing volunteers
- Ensure housing facilities meet housing standards

### **Staff Training:**

- Assist in the planning and facilitation of Center Director and Center Staff Training; to include scheduling, session planning, and contacting speakers

### **Staff Supervision:**

- Visit summer centers bi-weekly throughout summer
- Provide written and verbal feedback of each center staff and performance
- Provide thorough written evaluations on each CD
- Process staff and volunteer experience through examination of staff evaluations; plan for adjustments and improvements for future summers
- Ensure all counties end program years with balanced budget
- Possibly manage Summer Program Manager providing support and guidance through regular weekly meetings, and report status of Summer Program Manager's Centers to the Director of Field Operations
- Manage year-round staff/fellows to the same standards listed about

### **Year-Round Facility Upkeep:**

- Oversee facility upkeep for 1 year-round facility.

### **Community Networking & Marketing:**

- Network within communities to establish and maintain contacts
- Host or attend meetings with community contacts to promote ASP's home repair ministry
- Provide information to local media outlets (refer to Philanthropy Dept.)
- Meet with community and facility contacts to evaluate summer program following each summer
- Manage year round staff that are responsible for community development
- Travel extensively throughout region as necessary

### **Administrative:**

- Maintain thorough electronic and hard-copy documentation for each county
- Communicate relevant updates to Ministries Department regularly
- Meet assigned deadlines for all tasks and projects

- Seek out applicable training opportunities to enhance skill and knowledge
- Adhere to overall departmental budget guidelines
- Prepare for and participate in ongoing evaluation process

## **Qualifications**

### ***Required***

- The ability to live and work in **Southwestern West Virginia** (within a 2.5 hour radius of ASP's West Virginia service area). ASP does not provide office space.
- Desire to work in a Christian environment
- Highly motivated, self-starter, creative, problem-solver, dedicated
- Management experience
- Computer literacy
- Experience in community networking and development
- Responsible work habits as outlined in ASP's Interpersonal Standards Agreement
- Valid driver's license and driving record that is acceptable to ASP's insurer
- Bachelor's Degree
- Excellent written and oral communication skills
- Flexibility to work unusual hours seasonally
- Ability to work on a team and independently

### ***Desirable***

- Willing to make a three-year commitment to the Appalachia Service Project
- Basic construction knowledge and experience
- Experience with youth camps or service trips
- Experience with ASP summer staff

## **Salary and Benefits**

ASP provides a market based salary and generous employee benefits program, including:

- Comprehensive medical and dental insurance offered for employee and family
- Life insurance, retirement plan, medical spending plan and other typical benefits
- Generous holiday, vacation, personal and sick time away based on ASP policy in effect at time of employment
- Phone and laptop provided for work use
- ASP vehicle available for frequent local and regional business travel
- Other to be discussed during interview process