U.M. ARMY
Tool Coordinator Training

U. M. ARMY MISSION STATEMENT

Providing Christ-centered missions that serve people in need and promote spiritual growth and leadership development in youth and young adults

ADULT ROLES

DIRECTOR

Prepares for mission week; oversees all roles; has final authority for all aspects of the mission week

COLOR GROUP LEADER (CGL)

Facilitates the work of several work teams; assists assigned work teams with projects/tools

TOOL COORDINATOR

Manages warehouse tools and construction materials

ADMINISTRATIVE COORDINATOR

Assists the director with administrative tasks, including paperwork and financial aspects

PROGRAM COORDINATOR

Responsible for the spiritual and recreational aspects of the week; includes worship, fellowship and evening activities

SITE COORDINATOR

Assesses worksites prior to the mission week and coordinates work with the CGL's and teams during the week

SAFETY COORDINATOR

Teaches and enforces safety practices throughout the week; monitors safety at all the work sites

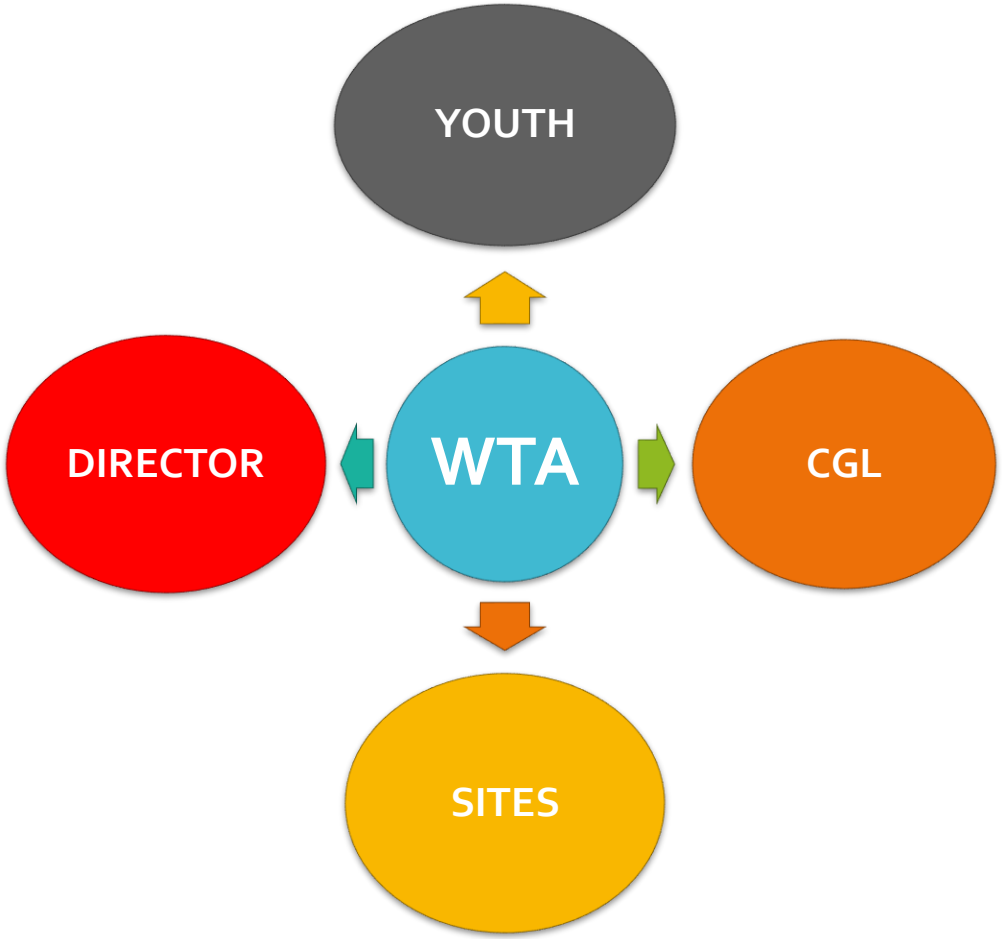
KITCHEN COORDINATOR

Oversees the kitchen, purchases and prepares the food during the week

WORK TEAM ADULT

Co-leads a team of 5-10 youth with at least one additional adult;

TOOLS - CRITICAL ROLE!



The Tool Coordinator is responsible for organizing and maintaining the inventory of tools and building supplies throughout the week.

TOOL COORDINATOR ROLE

- The Tool Coordinator works closely with the Site Coordinator and Color Group Leaders to ensure that the Work Teams have what they need at the work site.
- TOOL INVENTORY: Each church brings a supply of tools with their group. During the mission week, these items become the Tool Coordinator's responsibility.
- BUILDING SUPPLIES: responsible for ordering lumber and building materials, taking delivery and dispensing these supplies to Work Teams.

PRIOR TO THE MISSION WEEK

- ❑ Generate tool and supply lists from Pre-Site sheets
- ❑ Arrange for trash disposal (coordinate with Mission Week Director)
- ❑ Make arrangements for large lumber orders to be delivered on Sunday (first day of mission week)
- ❑ Work with Mission Week Director on purchasing procedures
- ❑ Pre-purchase supplies to prepare for first day or two of work, if possible

SUNDAY NIGHT

- ❑ Oversee the unloading of tools/supplies from each church
- ❑ Help to organize individual kits for teams to take with them
- ❑ Conduct Sunday Night Orientation/Rotation for Tools

MONDAY - THURSDAY

- ❑ Keep tools and supplies organized and replenished, as needed
- ❑ Be available, especially in the morning, to help teams determine what tools/supplies they need each day
- ❑ Transport tools and supplies to teams, as needed, throughout the week
- ❑ Work closely with Sites Coordinator and Color Group Leaders throughout the week to ensure coordination and communication on tools/supplies
- ❑ Secure tools/supplies at the end of each workday

FRIDAY/ SATURDAY

- ❑ Coordinate with Color Group leaders for final pick up of trash/supplies from all work sites.
- ❑ Return unused materials to the merchants for credit.
- ❑ Use good judgment on leftover supplies. U.M. ARMY does not have warehouse space to store leftover materials so everything must be disposed of in some way.
- ❑ Have returning work teams help sort warehouse tools by church color.
- ❑ Load final tool/supplies
- ❑ Clean out tool area
- ❑ Ensure all receipts have been submitted and credit cards returned

CLOSING

- QUESTIONS?
- DISCUSSION?
- NEXT STEPS?