

UNITED MISSION



U.M. ARMY
Site Coordinator/Color Group Leader 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



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

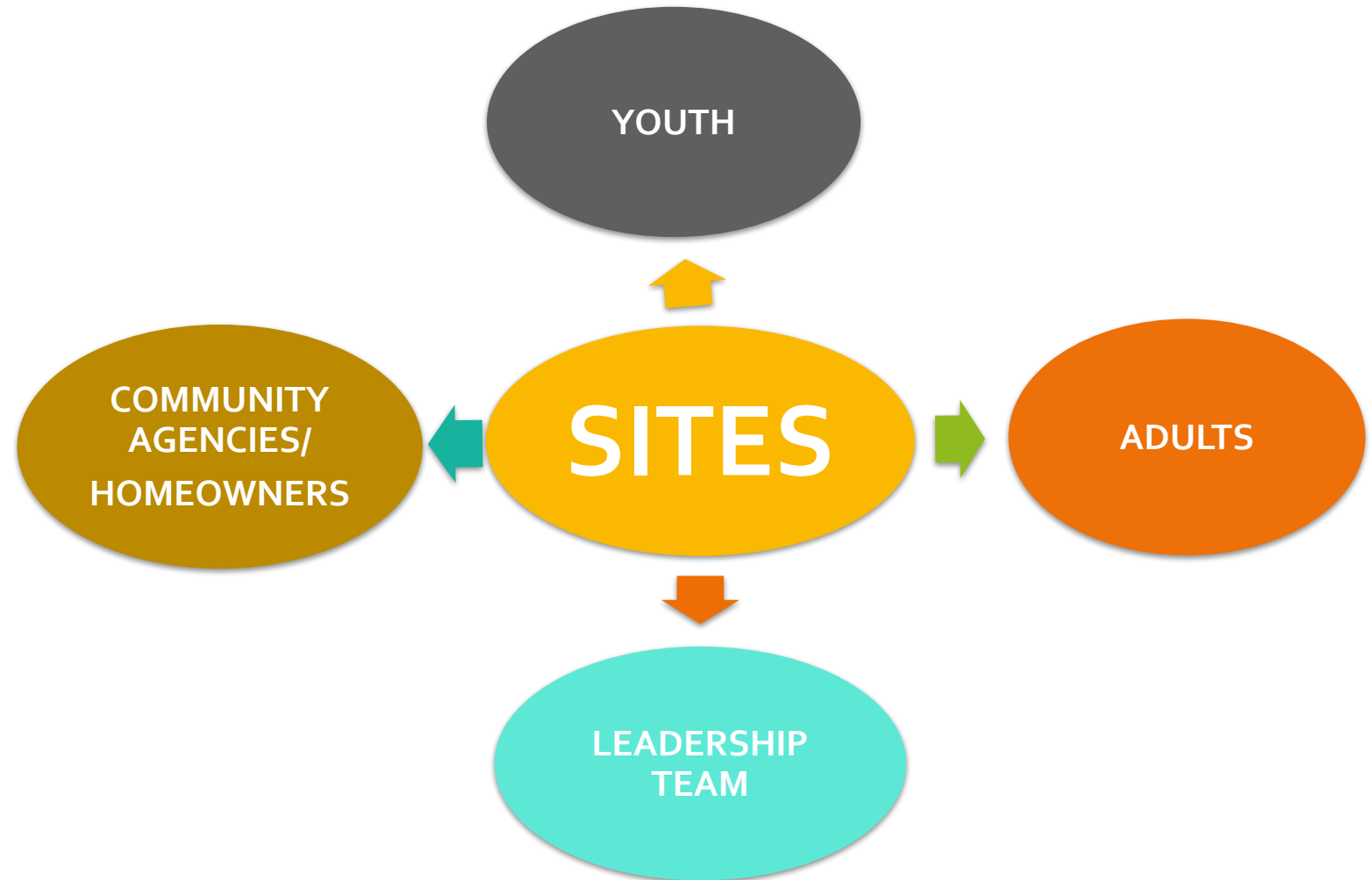
Oversees the kitchen, purchases and prepares the food during the week

WORK TEAM ADULT

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

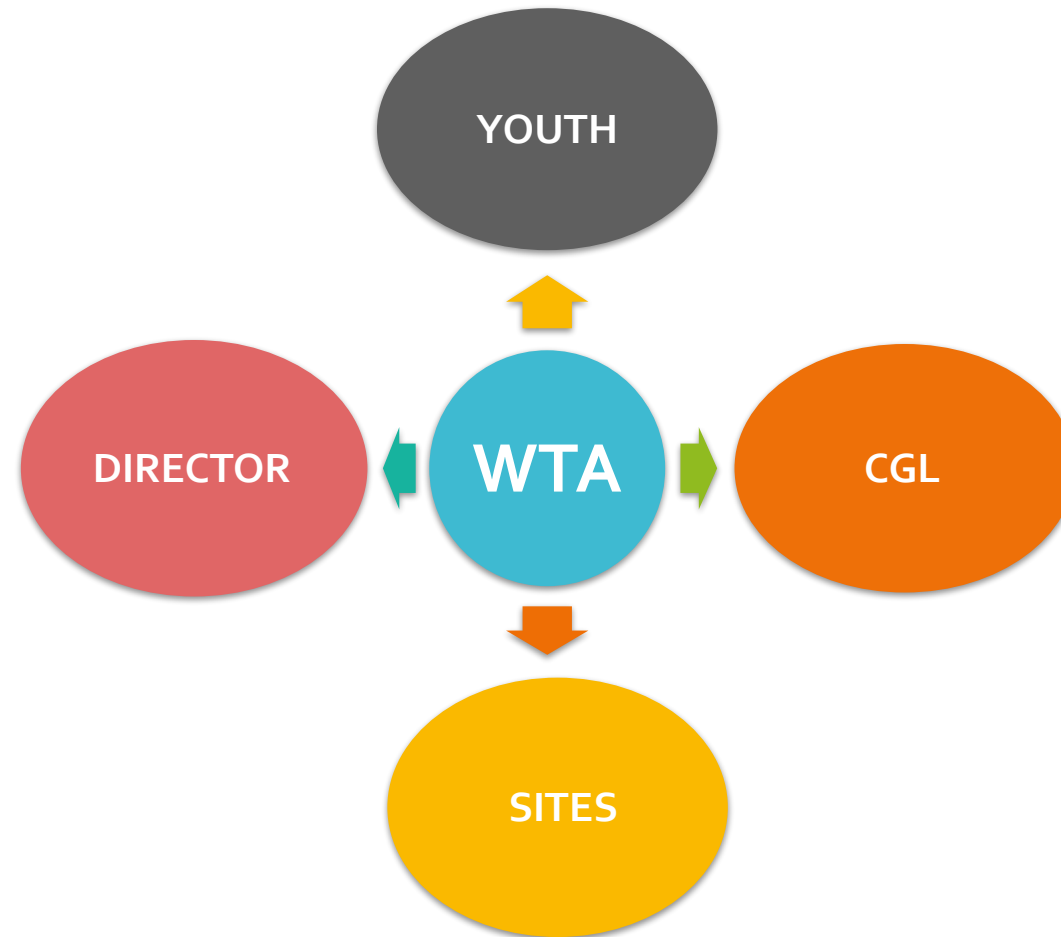
ADULT ROLES

SITES - CRITICAL ROLE!



The Sites Coordinator is the key role for coordination and assignments of all work site for the mission week.

COLOR GROUP LEADER - CRITICAL ROLE!



The CGL is the key role for communication and coordination with the Director, Color Group Leader, Sites Coordinator, Work Team Adults and the Youth on their teams throughout the week.

SITES COORDINATOR ROLE

- ❑ Preparation – contact referral agencies and local churches for potential homeowners, coordinate work needed for each team and conduct pre-site visits to potential work sites
- ❑ Organization – assemble work team site packets, map out location of each site, work with Tool Coordinator on materials/supplies needed for each project, keep in mind CGL when assigning roles.
- ❑ Assign Work – delegate projects to specific teams
- ❑ Monitoring work throughout the week – keep track of team and their progress; visit sites as possible to provide support/guidance; assign new projects as teams complete sites; ensure all applicable paperwork is completed by each team; record project status in on-line system; assess material/supply needs throughout the week

COLOR GROUP LEADER ROLE

- ❑ Facilitates the work of several work teams, which together make up a color group
- ❑ Teams will depend on you throughout the week for advice, guidance, materials and overall encouragement
- ❑ Visit worksites as much as possible throughout the week to check in, bring supplies, and provide support
- ❑ Refrain from being overbearing while continuing to carefully guide your teams. Let the teams take ownership in decisions, Build trust with your teams so they feel comfortable working with you.
- ❑ Act as the liaison between the Site Coordinator, Tool Coordinator and the Work Team Adults in your color group.



PRE-SITE DAY

- ❑ At least a month or two ahead of mission week
- ❑ Never promise a homeowner that work will be done. Let them know that we will do our best to assess work to be done and whether or not it is in our scope of work.
- ❑ Get all necessary paperwork from homeowner (press release) and take pictures
- ❑ Choose an organizational system to keep track of the order in which you want homeowners to be served
- ❑ If work is outside of our scope, ask if there is something else we can do for the homeowner.
- ❑ Get all sites uploaded in .net to save time during camp and to organize team assignments



SITES- SUNDAY NIGHT ROTATION

- ❑ Meet with each color group to review overall Sites information for the week
- ❑ Provide information on how to handle potential site situations
- ❑ Provide each Color Group Leader and Work Team Adults with Site packet for Monday's assignments
- ❑ Review the projects requested with each team to address questions and help them plan



COLOR GROUP LEADER- SUNDAY NIGHT ROTATION

- ❑ Unload tools from your church's arriving vehicles; help Tool Coordinator organize those tools.
- ❑ Guide your Color Group through orientation stations. Participate in team building/"get to know you" activities
- ❑ Meet individually with each Work Team and go over the projects, including the site packets prepared during pre-site visits. Build relationships!!
- ❑ Determine what equipment and supplies will be needed for the first day of work. Make plans to deliver supplies and/or tools to worksites, as needed
- ❑ Work with any new Work Team Adults to help them feel comfortable with their roles and provide encouragement
- ❑ Familiarize yourself with Daily Chores for your Color Group teams so you can help coordinate throughout the week

SITES MONDAY - THURSDAY

- ❑ Know where each work team is each day; record information in on-line system so others can find it if needed
- ❑ Prepare additional sites for each team one day ahead
- ❑ Keep daily work site progress up to date each day in the online system
- ❑ Work with Tool Coordinator on materials/supplies needed for each day
- ❑ Provide new paperwork to teams as new sites are assigned
- ❑ Communicate with Color Group Leaders and Work Team Adults each day to see how things are going, show support and provide any guidance needed



COLOR GROUP LEADER MONDAY - THURSDAY

- ❑ Help your teams load tools and materials into vehicles and prepare for the day
- ❑ Coordinate tools and supplies for each team with the Tool Coordinator. Purchase items, as necessary. Deliver materials as needed for each job.
- ❑ Travel between your work team sites as much as possible each day. They look forward to your visits and need your encouragement.
- ❑ Help the team identify solutions themselves, giving the advice they may need. Refrain from over-directing.
- ❑ Help enforce all behavior codes and safety practices, including Safe Sanctuary.

SITES FRIDAY- SATURDAY

- ❑ Ensure all data is in the system and all sites status is up to date/closed out; this information is critical to our National organization
- ❑ Contact any homeowners who we haven't been able to help during the week. Apologize that we weren't able to get to their projects.
- ❑ Pass their information on to the host church; they may want to follow up and provide some level of support



COLOR GROUP LEADER FRIDAY- SATURDAY

- ☐ Ensure that all sites are completed and are done properly
- ☐ Clean and return warehouse tools and equipment to the tool shed to be sorted into church groups. Each church must then check to ensure all tools have accounted for.
- ☐ Work with tool coordinator to help return unused supplies and any items that can't be returned find somewhere to donate.
- ☐ Make sure all work sites with trash/debris are cleaned up.
- ☐ Work with the Tool Coordinator and your church group to organize and load up all tools and supplies in the tool yard.

CLOSING

- QUESTIONS?
- DISCUSSION?
- NEXT STEPS?

