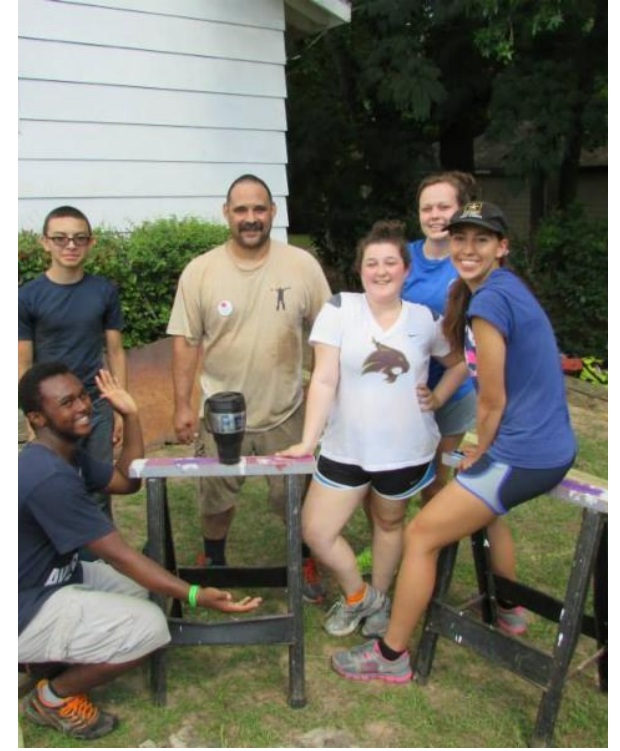


UNITED MISSION



U.M. ARMY
Admin 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



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

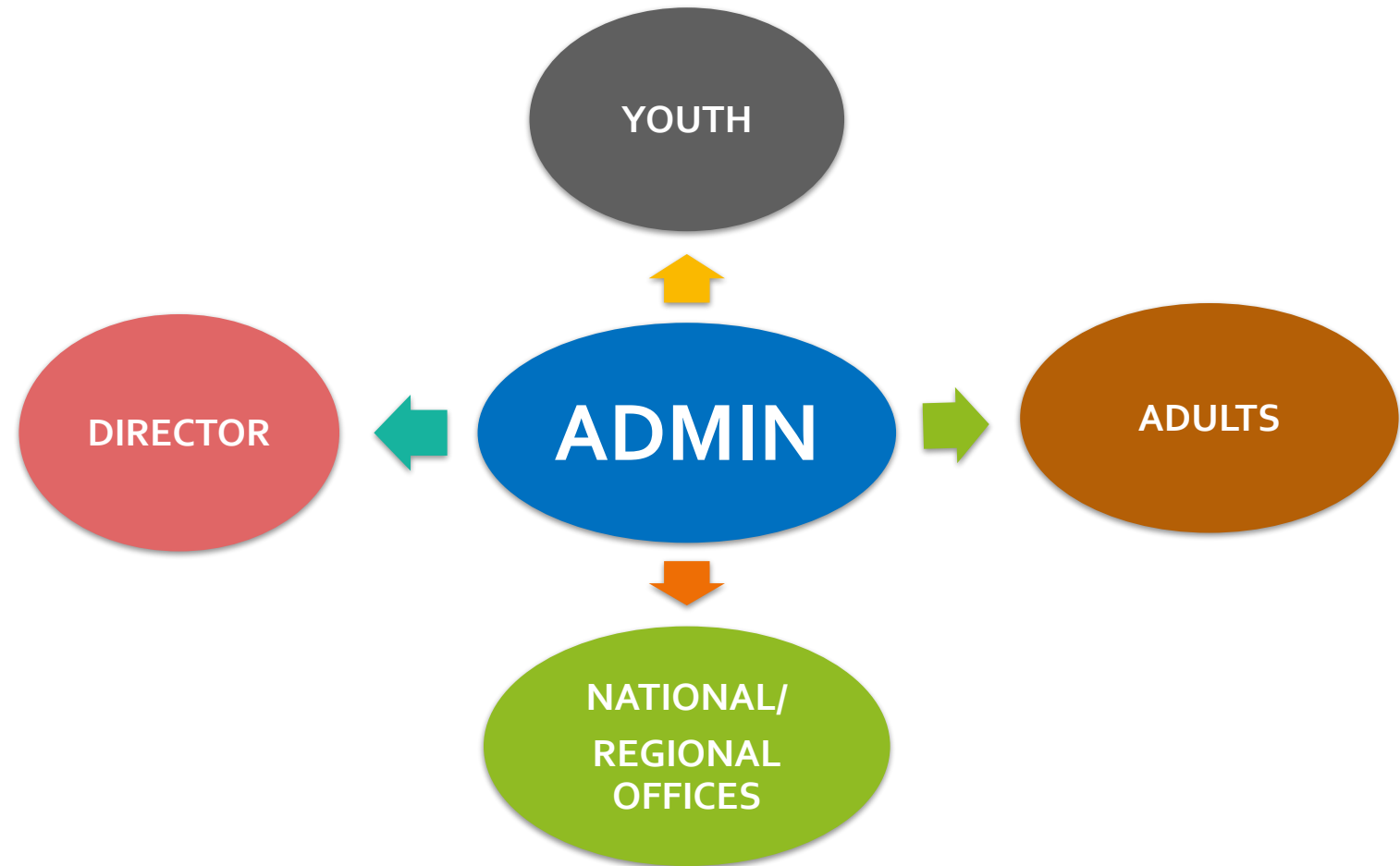
Oversees the kitchen, purchases and prepares the food during the week

WORK TEAM ADULT

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

ADULT ROLES

ADMIN - CRITICAL ROLE!



The Admin Coordinator assists the Director and provides administrative support for the mission week. This includes managing the paperwork, collecting receipts, and entering financial data.

ADMIN COORDINATOR ROLE

The Admin Coordinator is an important part of the mission week

- Provides administrative support
- Maintains and enters data into the online system
- Maintain financial records
- Works closely with the Director in every area of administration



PRIOR TO THE MISSION WEEK

- ☐ Become familiar with the .net system
- ☐ Become familiar with the U.M. ARMY Finance guidelines
- ☐ Validate registration forms as they are entered in the system to check for completeness
- ☐ Print off all applicable documents for various adult folders; help prepare folders
- ☐ Prepare participant name badges
- ☐ Create a mission week office supply kit
- ☐ Communicate regularly with the mission week Director



SUNDAY NIGHT

- ❑ Assist with mission week set up and preparation
- ❑ Assist with check-in process as church groups arrive
- ❑ Handle paperwork



MONDAY - THURSDAY

- ❑ Handle paperwork throughout the week) – copying, distribution, collection and filing
- ❑ Make phone calls on behalf of leadership, as needed
- ❑ Oversee the keys for any Host Church facilities
- ❑ Help to communicate things to teams and leadership on behalf of the Director
- ❑ Keep track of all recordkeeping in online system
 - Finances
 - Registrations
 - Mission week data
- ❑ Play the role of mission week “banker”



FRIDAY/ SATURDAY

- ❑ Collect all credit cards
- ❑ Ensure all receipts are collected and entered into the system
- ❑ Distribute evaluations or any other end-of-week paperwork
- ❑ Assist with Host Church clean up
- ❑ Assist Director, as needed



CLOSING

- QUESTIONS?
- DISCUSSION?
- NEXT STEPS?

