

## **Job description for the position**

### **Summer Staff Liaison**

#### **General Conditions**

The 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 for 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, and Kentucky.

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 denied employment on the grounds of age, sex, race, national origin, sexual orientation, or differing physical or mental ability. 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 Staff Liaison is part of the home repair ministry team whose responsibility is to assist the summer staff in the implementation of the summer home repair program. The Staff Liaison is involved in assisting the Home Repair Ministry Department with administrative duties, acting as a link between the summer staff and Johnson City administrative staff, filling in for summer staffers when they are sick or taking a day off, and providing support and encouragement for temporary summer staffers. The Staff Liaison is directly responsible to the Field Coordinator who supervises the region the Staff Liaison is covering.

This position is located in the Appalachia Service Project, Inc. service area. The Staff Liaison will be required to choose one summer center location to be housed at, but will be traveling between 4 – 6 summer centers during their employment. The Staff Liaison is scheduled to work a full ASP week. Extensive hours of driving are required, so the Staff Liaison is not required to attend daily staff meetings at the summer center, unless he or she chooses to do so.

Irregular hours are required. Staff Liaisons will be expected to work with their Field Coordinator regarding the scheduling of center visits and vacation / free days.

## **Responsibilities**

### **Community Relations:**

- Maintain positive and professional relations with community contacts, cooks, facility managers, and construction consultants.
- Travel extensively within assigned region.
- Staff liaisons need not sign ASP's summer staff "covenant." However, liaisons are expected to act professionally and reasonably within the counties serviced by ASP.

### **Staff:**

- Assist Home Repair Ministry Department with administrative duties during staff training, as well as participate in appropriate sessions. (Attendance during training is not required, but it is preferable for Staff Liaisons to participate.)
- Visit the four to six centers in assigned region routinely throughout the summer.
- Provide support and encouragement for summer staffers, regularly and publicly recognizing accomplished tasks.
- Serve as a positive role model for staff in community, staff, client, and partner relations, organization, completion of tasks, care of self, and desire to grow.
- Encourage growth and unity among each four or five person summer staff team.
- Maintain confidentiality of personal/center issues of summer staffers.
- Actively seek ways to assist the Center Director in all tasks.
- Uphold ASP rules and regulations throughout the summer.
- Serve as a sounding board for Center Director when called upon.
- Aid with inner-staff communication.
- Participate fully on runs.
- Assist summer staff with variety of errands (i.e., milk, bread, RR ties, items from other counties).
- Assist in general day-to-day activities (i.e., song-leading, devotions, circle-up, supply inventory, hardware runs, dump runs)
- Act responsibly and professionally regarding hearsay among the summer centers as well as act reasonably regarding information provided by Johnson City administrative staff.

### **Partner Service:**

- Interact with volunteers during visits to each summer center.
- Enforce ASP center rules and regulations.
- Provide support and encouragement for each volunteer and group leader, regularly, and publicly recognizing accomplished tasks.
- Start and finish scheduled events on time.
- Assist volunteer groups on site, upon the direction of the center staff.

- Encourage summer staff / volunteer interaction. Assist the summer staff in such a way that promotes interaction between these groups.

**Client Service:**

- Assist center staff in removing debris in a timely manner from homes.
- Spend time each day visiting with clients and ensuring their expectations are being met.
- Spend some days at a worksite, depending on the needs of the summer staff and volunteers.

**Facility Up-Keep:**

- Assist summer center staff with facilitation of assigned chores.
- Assist summer center staff with cleaning and organizing staff office and staff sleeping quarters.
- Help maintain a high level of security at the summer center facility.

**Johnson City Administrative Staff:**

- Maintain communication with Field Coordinator throughout the summer.
- Send in appropriate paperwork to Finance Department each week.
- Maintain proper care of vehicle as outlined by the ASP garage (daily garanimals, appropriate servicing, good stewardship, etc.).
- Inform Home Repair Ministry Department of any major concerns.
- Aid in the facilitation of official summer staff gatherings.

**Project Management:**

- Assist summer center staff with development of long range plans.
- Assist summer center staff with problem solving.
- Utilize Long Range Plans developed by summer center staff.
- Consult summer center staff before making any major construction decisions.
- Actively consult Daily Home Visit Checklist and Construction Manual during home visits.
- Assist summer center staff with paperwork, as directed.
- Utilize summer center staff Runs Books.
- Actively encourage good stewardship of materials and supplies.

**Personal Development:**

- Set aside personal time each week to maintain care of self.
- Abide by days off and sleep in rule.
- Recognize and remember personal limitations.
- Maintain weekly communication with Field Coordinator.
- Participate in end of summer evaluation process.

## **Qualifications**

### ***Required***

- Desire to work in a Christian environment.
- At least one year of experience of ASP summer staff.
- Responsible work habits including:
  - Adhering to the schedule created by the Field Coordinator/Staff Liaison team
  - Notifying Field Coordinator in advance of changes in schedule
  - Cooperating with Johnson City administrative staff and temporary summer staff
  - Safe, efficient operation of equipment
  - Conservation of equipment, material, and supplies
  - Managing several different tasks at the same time
- Valid driver's license and driving record that is acceptable to ASP's insurer.
- Maintain a positive and affirming attitude.
- Experience in group leadership and skills in team building.
- Acknowledging the staff liaison is a guest at all summer centers, which includes:
  - Maintaining organized and clean personal space
  - Being good stewards of the center's resources (including phone, internet, and fax usage, and R & B)
  - Respecting the staff's personal belongings
  - Adhering to all ASP summer center rules
- Capability to motivate personnel.
- Flexibility to work unusual hours.
- Ability to relate well to a variety of persons.
- Highly motivated, self-starter, creative, problem-solver, dedicated.
- Ability to nurture and encourage spiritual growth in self and others.

### ***Desirable***

- Construction knowledge and experience.
- Song leading experience.
- Guitar or other musical instrument.

## **Salary and Benefits**

- Salary paid bi-weekly.
- Medical insurance: Employee must provide his or her own insurance.
- Vehicle use: Staff Liaison will have available use of an ASP vehicle for official purposes only, in accordance with vehicle use policy.
- Vacation: 1 day every other week. Some weekend work is required (i.e., Set-Up Week, Midsummer Gathering, and Close-Out).