



## SUPPLY COORDINATOR JOB DESCRIPTION

### **Position Summary**

There are generally two supply coordinators at each site. The supply coordinators work as a team with the Home Repair Coordinator (HRC). This team is responsible for taking care of the home repair projects and work teams each week, supplying them with tools and supply/construction guidance.

### **Responsibilities**

- Ensure each work team has the tools and materials they need on their home.
- Track supplies are used throughout the summer and their cost.
- Visit work teams to which you are assigned at least once a day.
- Help keep each work team on track, confident, and pumped up.
- As supplies/tools are used up/broken, make arrangements for replacements.
- Work with HRC to divide counselors and campers into work teams for each week.
- Conduct weekly safety orientation with HRC for campers and counselors.
- Provide assistance to HRC in completion of end of summer report containing the following: description of the reservation and the conditions you found there, the homes you worked on, the type of work that you did, and the amount of money you spent.
- Participate in building of Christian communities among staff and campers.

### **Skill & Knowledge Requirements**

Excellent organizational skills. Good communication skills. Ability to work in a team setting. Working knowledge of tool and materials terminology. Ability to drive a pick up truck.

## TIPS FOR BEING A SUCCESSFUL SUPPLY COORDINATOR

Keep the following in mind as you prepare for your stint as supply coordinator:

- **Right stuff, right place, right time.** Make sure each work team has the tools and materials they need on their worksite before they need it. This means that you must understand where each team is in their progress on their home, make sure that you have the materials available that they will need, ordering or picking up the right stuff from the supply store, and getting the deliveries to the home site in time.
- **Keeping track of what was used, where it was used, and what it cost.** SSP keeps a record of how many houses we repair each summer, what kind of repairs we did, how many days we worked on the house, and how much money we spent. Supply coordinators must keep careful track of the materials used on each house during the summer.
- **Keeping work teams on track and pumped up.** Supply coordinators spend more time at each work site than any other staff member. Because of this, the SC is **hugely** important in keeping each team on track, confident, and pumped up.
- **It's a tool thing!** The supply coordinators are responsible for keeping track of about \$5,000 worth of tools. Where are those tools? Who is using them? When are they going to be finished? If a tool breaks, it's the supply coordinator's responsibility to either get it fixed, or throw it out and buy another one. At the end of the summer, the supply coordinators make a detailed list of all the tools at each site.

### Supply Coordinator Skills

Now that you understand the responsibilities of the job, what is it going to take to get them done each week? What are the most important skills for a supply coordinator?

**PLANNING:** Planning is the process of thinking ahead and anticipating things that need to happen in the future in order to meet some goal. Your goal, obviously, is to make sure each SSP camper has a great SSP experience. As a supply coordinator, you need to be thinking about what you are going to need to buy/deliver/pick-up this afternoon/tomorrow/next week. You must always be thinking in advance!

**ORGANIZATION:** Okay, I know what I've got to do. How am I going to get it done, and still have time left over to visit with each work team? Organizing yourselves to efficiently get everything done is essential. Here are some ways to get organized:

- Create a routine. Structure your day so that you tend to do the same things about the same time each day.

- Count on things taking longer than you think. In the beginning, for example, trips to the store will take longer than you expect. Recognizing this will help you stay on top of your schedule.
- Make lists. **Write it down.** Don't go anywhere without a clipboard, pad of paper and a pencil.
- Keep track for your commitments. If you've told a team that you will bring them something, write it down and do it! The quickest way for a team to lose confidence in you is for you to promise things that you don't do.
- Work as a team. Learn from your teammate. If he or she is better organized than you, ask for tips on how to stay organized.

Do the best job you can. Pride yourself on having work teams that are always well supplied with the tools and materials they need.

**Now, go help a work team fix a house!**