



SUPPLY COORDINATOR JOB DESCRIPTION

Updated 12/15/2014

Position Summary

There are generally two Supply Coordinators (SCs) 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, materials and construction guidance.

Responsibilities

- Order/**purchase** all construction supplies with guidance from HRC
- Monitor tool and material spending to stay on **budget**
 - Carefully record each **receipt** into SiteManager (SM, online budget tracking program)
 - Track material **deliveries** and **returns** daily for each work site and enter into SM daily
 - Track **volunteer days** for each work site and enter into SM at the end of each week
 - Conduct a weekly **inventory** of materials on-hand and reconcile in SM
- Maintain an organized **tool trailer** and **lumber yard** and secure storage of tools
- Work with HRC to divide counselors and youth into **work teams** for each week
- Conduct weekly **hands-on safety training** with HRC for volunteers
- Ensure each work team has the **tools** and **materials** they need daily
- Visit work teams to which you are assigned at least **twice** a day
 - Help work teams maintain a **positive attitude** and appropriate work environment
- **Communicate** with HRC and Site Director about construction team status
 - Participate in **daily** construction team meetings
- Follow the construction manual's **standard plans** and guidelines for all projects
- Supervise volunteers in tool and work site **clean-up duties**
- Participate in building of **Christian communities** among staff and volunteers
 - **Minister** to volunteers by operating an open, friendly and hospitable atmosphere
 - Assist **Spiritual Life Coordinator** with program activities
- Complete a beginning and end of summer **tool trailer inventory**
- **Clean, pack and organize** tool trailer as instructed at the end of the summer
- Provide **feedback** at the end of the summer on processes
- Complete an end of summer **report** as a construction team

Skill & Knowledge Requirements

Working knowledge of tool and materials terminology. Must have a driver license. Excellent communication, organizational and planning skills. Ability to work in a team setting. Ability to lead large and small groups. Ability to model Christian values.

Training

All Supply Coordinators will be required to complete Online Training during the month of May. SCs must read their entire job manual before the summer. During the ten day in-person training in June there will be over twenty hours of job specific hands-on and classroom training.

Tips for Being a Successful Supply Coordinator

1. Work as a team with your fellow Supply Coordinator and Home Repair Coordinator. It is not efficient to work independently without communicating with your team.
2. Supply Coordinators spend more time at work sites than any other staff member. Because of this, SCs are hugely important in keeping each team on track, confident and pumped up.
3. Pride yourself on having work teams that are always well supplied with the tools and materials before they need it. Visualize the next steps – if they finish quickly what will they need for the next step?
4. SSP keeps a record of how many repair projects are completed each summer, types of projects, how many volunteer days were spent on each project, and how much money was spent. Supply Coordinators keep careful track of the materials and volunteers used on each project.
5. Supply Coordinators are responsible for keeping track of \$12,000 worth of tools.
 - a. Does everyone know how to use the tool safely and respectfully take care of it?
 - b. Where is our table saw? Who is using it? When will they be done so another team can use it?
6. Make lists. Write it down. Don't go anywhere without a clipboard, pad of paper and a pen.
 - a. Keep track of your commitments. If you've told a team that you will bring them something, write it down and do it!
7. Create a routine. Structure your day so that you tend to do the same things about the same time each day.
 - a. When do you check tool boxes to make sure each work team is ready to go the next day?
 - b. When do you enter in material deliveries and returns in SiteManager?
8. Deliveries are worth the fee. They save you time and energy from driving to the store and back, loading into the vehicle, and the cost of gas.
9. Count on things taking longer than you think. Trips to the store will take longer than you expect. Recognizing this will help you stay on top of your schedule.