

Crew Role Descriptions

Project Liaison

- With input from Contractor and Adult Crew Leader, determines tasks and decides who will do each job.
- Ensures that tasks are rotated so that teens may try or master different tasks.
- During the workday, ensures that the work is progressing smoothly and that everyone continues to be correctly matched to his or her task.
- At the end of the workday, completes the daily progress report with WorkCamp Contractor, Adult Crew Leader and crew input and turns it into the Projects Office after showers but before program. Every crew MUST turn one in every day. Reports should be sufficiently detailed to provide an update as to progress of the project, whether help is needed and if extra materials are necessary.
- Crew Mailbox. Check the crew mailbox every morning before you leave for site. Ensure that everything from the box is taken to site and every message is read and understood.

Safety Inspector & Environment Manager

(separate roles for a 6-person crew)

- Water, water, water... Each morning ensures that the two five-gallon water coolers are loaded into the van and that the emergency water is in the van or replenished if needed.
- Makes sure everyone is hydrating properly with water as the day progresses!!!
- Ensures that all SAFETY regulations & guidelines are being followed at ALL times including:
 - Before leaving Homebase: checking to make sure everyone has their boots with them.
 - Onsite: wearing safety glasses, respiratory masks and goggles, when necessary, and rotating every 15 minutes when roofing.
- Make sure crew has the Safety First Aid Kit with crew number on it. Make sure it is with your crew at all times and gets replenished (visit the nurse) if needed.
- Maintains respect of the resident's home, yard, water supply, etc... and ensures that all trash is cleaned up. At the end of each workday, care should be taken that unfinished projects are left in such a way that the inconvenience to the resident is minimized.

Devotion Leader

- Responsible for bringing the daily devotionals to site each day (may be in your Adult Crew Leader's binder).
- Leads (and delegates leadership of) crew through daily Prayer experiences – en route, on site before work begins & lunch devotions, and homebound.
- Takes the initiative to invite resident and Contractor to devotions and Friday's community celebration.
- Make sure the crew has the Supply Bag to give to the resident. There should be one per worksite.
- Responsible for having crew sign the crew photo and presenting to resident.
- Brings their Bible to the jobsite & may request that all bring theirs.

Group Dynamo

- Each morning, picks up lunches.
- Onsite, decides when the daily breaks and lunch will begin.
- Sets tone and helps maintain a positive attitude on site; keeps spirits up.
- Maintains perspective of the group regarding the work to be done and the work left undone.
- Encourages everybody to "lean into" his or her fears and challenges.

Quartermaster

- Together with the WorkCamp Contractor and Adult Crew Leader, ensures that crew has all necessary tools and materials to carry out daily assigned tasks.
 - If necessary, picks up needed tools and/or materials in the morning before the crew departs from the tool room. Take only the materials assigned to you or what you will need to accomplish the task.
 - At the end of each workday, make sure that tools that you didn't use or won't need the next day are returned to the tool room in case another group needs them.
 - At the end of workweek make sure all tools come back to Homebase to be turned into the tool room. Divide the tools by tape color before you return them to the tool room.
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Safety Inspector and Environmental Manager are separate roles on a 6-person crew.

Safety Inspector

- Each morning ensures that the *two five-gallon water coolers are loaded into the van.*
- On-site: makes sure everyone is hydrating properly with water as day progresses!
- Ensures that all SAFETY regulations and guidelines are being followed at ALL times including:
 - Before leaving Homebase: checking to make sure everyone has their boots with them.
 - On-site: wearing safety glasses, respiratory masks and goggles, when necessary, and rotating every 15 minutes when roofing.
- Make sure that the crew has the Safety First Aid Kit with crew number on it. Make sure it is with your crew and gets replenished (visit the nurse) if needed.
- Maintains respect of the Resident's home, yard, water supply, etc. and ensures that all trash is cleaned up. At end of each workday, care should be taken that unfinished projects are left in such a way that the inconvenience to the resident is minimized.

Environment Manager

- Maintains group's respect of Resident's environment, inside and outside.
- Protects Resident's water supply (wells, etc.), lawn, gardens, and personal property.
- Ensures that trash from breaks and lunch is disposed of properly.
- Ensures that the work site is left clean after each day's work - that trash is disposed of properly, and that unused materials are stored safely, neatly and securely. At end of each workday, care should be taken that unfinished projects are left in such a way that any inconvenience to the resident is minimized.
- Ensures that materials and food are not wasted or tools abused. Keep a special watch out for extra food and snacks and take charge of distributing to the Resident or returning to Homebase to be used for the next day or sent to the shelter.
- Maintain a neat and orderly van, leading or delegating the cleanup as necessary, and organizing the continual maintenance of the "WorkCamp proof" status of your van.