Operations Coordinator

This is a critical position that takes a very organized and patient person.

1. Step one is to sit down with your Pastor and get a clear vision of this outreach from him.
    a. What are the different "Areas of Help" that will be addressed, how many people will each area need, and what is their priority?
        i. Feeding
        ii. Tarping
        iii. Mucking Out
        iv. Transportation
    b. A lead person should be assigned to head each "Area of Help" as created and activated. The lead person should work closely with the Volunteer Coordinator to schedule the people they need to operate effectively. This should also be a local person who knows the area.
    c. Be sure to create a contact sheet with the contact information for all the "Areas of Help" leaders.

Responsibilities:

1. The Operations Coordinator will coordinate with all other coordinators.
2. Ensure the vision the head Pastor has given you is maintained.
3. Communicate the general status of the outreach to the Head Pastor without getting into details.
    a. Average number of Volunteers you have daily.
    b. Average number of people are you praying with the Water Ministry.
    c. Average number of meals are you preparing a day.
4. Approach the Head Pastor with any major changes that have occurred or major changes you want to make to the vision. Ex. Adding another element to the outreach.
5. Keep an eye on all financial matters.
6. Lead everyone each day in a devotion or assign someone to share.
7. Remind everyonr each day Why we are Here, focusing on the Lord and what He would have us do.
8. Keep an eye on the physical and spiritual stature of all members.
    a. Make sure they get enough food, water, sleep, and prayer.
9. Have an evening debriefing to discuss how the volunteers saw the Lord move that day.
10. Volunteers may encounter emotional people and situations, and it is best to allow them to share the emotions they may have picked up.