

# THE ROLE OF SITES COORDINATOR

## Welcome to U.M. ARMY

*You have made a commitment to join with thousands of others who have been faithful servants since 1979*

U.M. ARMY can begin a life-changing awakening to God and society. Preparing for the week is a vital aspect of achieving maximum value for you and your group, even if you have been to U.M. ARMY before. Please use this guide as a tool toward that end.

### U.M. ARMY-Texas Conference

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### MISSION

To provide Christ centered, quality youth work camps that serve people in need and promote spiritual growth and leadership development in youth.

### VISION

Young people growing in Christian faith and transforming the world by serving people in need.

### CORE PRINCIPLES

- † We are a God-led, volunteer, youth-focused organization
- † We believe God changes lives through the U.M. ARMY experience
- † We believe in increasing the number of lives touched in a planned and responsible way
- † We believe in being proactive in protecting the persons we touch, the environment, and the corporate organization
- † We believe camp operation can be accomplished with hard work, compassion and honesty
- † We believe in developing well-trained camp leadership
- † We believe that all aspects of the U.M. ARMY organization will be managed with integrity

# WHAT IS U.M. ARMY?

U.M. ARMY is an acronym which stands for **United Methodist Action Reach-Out Mission by Youth**. It is an opportunity for youth and adults to experience Christian growth through mission, worship, and fellowship.

Participants combine their strengths to provide free home repairs for low-income, elderly, and disabled homeowners who are physically and financially unable to make needed repairs.

Christian faith and love through action. The worship and devotional materials provide opportunities for spiritual development, learning, and discussion.

## ABOUT WORK CAMP

*Participants witness their faith and obedience when they reach out to those in need through home repair.* This loving action touches clients deeply. Work teams are encouraged to make a personal connection with the client and many clients share their own faith-building stories with the work team. This personal connection will be remembered long after the paint begins to fade and the grass grows back. Often there are tears of joy and sadness when it is time to say good-bye.

United Methodist churches host the work camps and serve as a base for operations. Participants eat, sleep, and worship in the church. Sleeping quarters are usually in Sunday School classrooms with 10-15 youth and at least two adults in each room, with separate quarters for males and females. Breakfast and supper are served daily, and participants pack a sack lunch for the noon meal at the work site. Shower facilities are off-site (usually a local high school) and available in the afternoon when the work teams leave the work site.

Participants are divided into work teams of four to six youth with one adult for the week's work. U.M. ARMY youth and adults work together to provide repairs and construction of porches, windows, handrails, roofs, floors, ceilings, steps, and other areas of need. They also paint and do yard work. At each site U.M. ARMY addresses the greatest needs that are within our capability. Clients may provide any materials they wish so they will feel part of the work being done. U.M. ARMY will supply all other materials within our budget.

*By caring about people, U.M. ARMY volunteers demonstrate an unspoken gospel that is stronger than words.*

# THE ROLE OF SITE COORDINATOR

The work site at a U. M. ARMY camp is our mission field. It is here that we answer God's call to serve "...the least of these my brothers..." and demonstrate Christ's love by our actions.

It is the Site Coordinator who prepares, organizes and facilitates the work in this mission field. This position is critical to the success of every camp.

The Site Coordinator

**PREPARES** for the work camp several weeks ahead of time by identifying work sites and describing the work at each site

**ORGANIZES** the work sites into individual work team packets

**ASSIGNS** the work sites to a work team, and

**CONTROLS & MONITORS** the day-to-day activities at the work sites during camp

**Preparation** prior to camp is the first step for success at the work site. Thorough pre-site visits that produce detailed work write-ups is the tool that will help you reach the goal of being totally prepared prior to camp. To prepare for these pre-site visits, the site coordinator will:

- Compile a list of possible work sites for inspection
- Gather a team of people willing to spend some time prior to camp to:
  1. Identify work sites that are suitable for our work teams
  2. Produce a detailed work write-up of each site that includes a materials list of building supplies
- Assemble necessary packets for pre-site visits and work teams

From these detailed work write-ups and materials lists will come a complete list of building materials to be ordered by the Tool Coordinator and available on the first day of camp.

**Organization** is the next step to success, and includes:

- Assembling the work team packets
- Locating and marking sites on a local map
- Providing the Tool Coordinator with a complete materials list

**Assignment** of the work sites to work teams with the following consideration:

- Size and experience level of the work team in relation to job difficulty
- Geographical location of the work site (keep color groups together)
- Estimated number of days to complete the work site
- Staying within the budget as much as possible

**Control and Monitor** the day-to-day activities of the work teams with the following objectives:

- Knowing where each work team is throughout each day
- Monitoring every work team's progress through communications with Color Group Leaders
- Anticipating the material needs of the work teams so there is efficiency at the work site (no waiting for supplies), and communicating those needs to the Tool Coordinator
- Assigning additional work sites as needed, and making sure materials are available
- Making sure each work site is completed by the end of the week

Note: The U. M. ARMY office will provide the Camp Director with the following; all site sheets, yard signs, client handouts and invitations to Client Night, and an Excel worksite disk.

# PREPARATION

## Prior to Camp

Pre-site visits are an extremely important first step for a successful, rewarding, and meaningful experience in the mission field. A thorough and complete pre-site visit is one of the most important aspects of making the “work” part of our camps go smoothly and efficiently. Although this is a time consuming, and seemingly thankless task, it pays big dividends during camp.

The purpose of these pre-site visits is to identify appropriate work sites and produce a detailed work write-up with an accurate building materials list for each work site.

## PRE-SITE INSPECTIONS

### ORGANIZE AND PREPARE

#### **Assemble Pre-site Inspection Teams**

A pre-site inspection team consists of at least 2 people; one experienced U. M. ARMY person and a driver. (A driver from the Host Church is ideal, contact Host Church Coordinator for help finding drivers.) The number of teams depends on camp size, available volunteers, and amount of time available. Teams should include people from all participating churches if possible. College youth with U. M. ARMY experience are an excellent resource.

**It is highly recommended that all of the Color Group Leaders of the work camp be a part of the pre-site inspection teams.**

#### **Equipment & Supplies**

Each team should have the following:

- \* Pre-site forms and materials lists
- Clip board with blank paper
- A 20 foot or longer measuring tape
- A digital camera to take pictures of the home and work areas
- Maps of the town and county
- Insect repellent
- Water
- \* Copies of client handout with dates filled in (English & Spanish)  
(\* - items provided by U. M. ARMY)

#### **Client Referrals & Maps**

U. M. ARMY is assuming the task of identifying and contacting referral agencies in the work camp areas. In doing this we will explain who we are and what we do. Depending on the amount of research accomplished by the U. M. ARMY office, you will be provided with a list of referral agencies in your host church area, and, hopefully, a list of prospective clients from which to start your inspections.

Contact your Camp Director and/or the U. M. ARMY office for information on client referrals and maps.

### **How Many Sites Do I Need?**

As a general rule, figure 1 (one) site for every 2 – 3 camp participants. Also, expect that approximately 20% - 25% of the sites inspected will not be suitable for a U. M. ARMY work site. Thus, a camp size of 100 can be expected to complete 35 – 50 sites, depending on difficulty, selected from an initial list of at least 65 or more sites.

**It is very important that work sites be kept within a 20 mile radius of the host church.**

Your goal should be to complete at least 75% of the needed pre-site inspections prior to camp. A 100% completion qualifies you for sainthood, and will make your camp experience positively delightful!

### **CONTACT HOST CHURCH COORDINATOR**

Contact the Host Church Coordinator to let them know when the pre-site inspection teams are coming. Depending on the distance traveled, you may want to spend the night at the host church.

Explain to the Host Church Coordinator the purpose of your visit and the benefit of having drivers from the host church who are familiar with the area, and ask if there might be any available on the day of your visit. Interaction with members from the host church is an excellent way to involve the church in U. M. ARMY.

### **INSPECTION DAY**

Assemble inspection teams at host church. Make sure each team has adequate supplies. Review the following **IMPORTANT GUIDELINES** with your team:

- Never promise that we will work on a client's house. It is unlikely we will be able to work on every site, completing every task.
- Be selective. Choose sites and jobs that we can handle, finish, and accomplish with excellence. Do not choose sites that are beyond our limited capabilities and resources.
- Be as thorough as possible in your inspection. Every 5 minutes spent inspecting saves about an hour of wasted time at the work site.

When you reach the work site:

- Introduce yourself to the client, mention the referral agency, and that you are from the Methodist Church. Explain that there will be a youth work camp in the area and that the house is being *considered* for minor repairs free of charge to the client.
- Check with the client to make sure that the house is not rental property. U. M. ARMY does not work on rental property.
- Ask to see what their needs are, keeping in mind the things that we do, and do not do. All work must be *necessary*. Note jobs that you consider a priority.
- “Under-promise”, so the work team can “over-deliver”. You may need to explain that we are an all-volunteer youth mission organization, not skilled craftsmen. We are unable to take on extensive, complicated repairs. We cannot solve all of their problems, but we will do the best we can within our abilities.
- Ask if the client will be home the week of camp.
- Explain that we will provide our own food and drinks.
- Spend enough time at the site to make a detailed description of the work, necessary tools for the job, and a complete materials list. Fill out the Pre-Site sheets completely, including driving directions. Take plenty of pictures; a picture is worth a thousand words.

# ORGANIZATION

## **Building Materials**

From your pre-site visits and work write-ups compile a complete materials list for the beginning of camp. Give this list to the Tool Coordinator so these items can be purchased, delivered, and available for the morning of the first day of camp.

Keep in mind that it will not be necessary to purchase all of the items for all of the sites, but enough for the first assignments so that each work team can get what they need Monday morning and “hit the ground running”. Additional materials can be purchased as needed throughout the week. Consider delivering materials to the work site prior to Monday morning when possible.

## **Mapping Site Locations**

Get a good map of the area where you will be working. This may be two maps; one local map of the city, and one of the surrounding area outside of the city. On the map(s) locate each site with a pin or dot, and identify these sites by number, color, or whatever works for you. Some have found it helpful to divide the map into quadrants, or zip codes, as a means of being better organized and keeping color groups together.

## **Assemble Work Team Folders**

Each work site is assigned a number, and all pertinent information for that site is put into a folder. The best folder for this is one with a 2-hole clip at the top to hold all of the papers in place and in the folder.

Each folder should contain the following:

- Pre-site inspection sheets with work write-up Form 06-32T
- Materials List Form 06-33T
- Safety Sheet Form 06-34T
- Accident/Incident Form 06-43T
- Emergency Procedure Form 06-44T
- Pictures of work site from the pre-site visit
- Completion Projection Form 06-35T
- Job Completion Report Form 06-36T
- Map
- Work Site Poster

***Coordinate the Work Team Folder with the Administrative Coordinator and Program Coordinator to avoid duplication of materials.***

## **Assemble Color Group Leader Folders**

Provide Color Group Leaders with a colored folder corresponding to their color, and insert site information and other information for them to have throughout the week.

## **Master Site Folder**

You will also need a Master Site Folder that has at least two copies of the Pre-site sheet for each client. This folder, kept in the office, will be available for emergencies and staff use when they need to go to a site. You will also need a copy for the Color Group Leaders who will be visiting their assigned teams.

# WORK TEAM ASSIGNMENTS

When assigning a work site to a work team, keep in mind the following:

- Keep work teams in the same color group as close together as possible.
- Try to match the difficulty of the job to the skill and experience of the work team.
- It is important that each work team receive a variety of work sites throughout the week, i.e. one is primarily carpentry, one painting, etc.
- Save some small ½ to 1 day sites for the end of the week.
- All sites must be completed by Friday afternoon. To accomplish this you may need to assign more than one work team to a site toward the end of the week.

## MONDAY MORNING ASSIGNMENTS: TWO SCENARIOS

If you see that your camp is prepared, organized, and has all building materials available for Monday morning, start with sites that are located the farthest from camp, and then as these are completed work closer to camp. With all materials on hand, you can also start with jobs that are difficult and somewhat time consuming.

Conversely, if you see that your camp is not well prepared, and Monday looks to be the day when materials are delivered and things get organized, start with sites that are close to camp and, when these are completed, work on sites that are farther away. As you wait for materials to arrive, you may want to start with some easier sites, and sites with a lot of preparation before actual construction begins.

## CONTROL & MONITOR Day-To-Day Activities

### SUNDAY NIGHT ORIENTATION

#### Color Group Leaders

- Hand out copies of Monday's assigned work site folders to Color Group Leaders and have them distribute to each work team. Each folder should have all necessary information, map, and job site poster sign.
- Make sure Color Group Leaders have everything they need; maps, location of lumber yard, purchase procedures, etc.
- Make sure Color Group Leaders know their role, and what you expect from them with regard to information and feedback from the work sites.
- Be sure you have everyone's cell phone number, and they have yours.

#### Work Teams

- Explain to work teams how to use site sheets and work completion forms.
- Review "Projects for U.M. ARMY" so that teams understand which jobs to do and which to avoid.
- Place emphasis on interaction with client - they are probably lonely, and may be shy at first.
- Explain that there must be a least two youth together when working inside a home. This is for the protection of everyone.
- Discuss potential site situations and how to handle:

A. Rain - Light rain and spotty showers are no problem, but don't use electrical tools outside or work on a roof. Don't leave the site unless heavy rain continues for more than an hour and there does not appear to be a break in the clouds. If there is inside work to be done, switch over to that. If only outside work is left, look to see if there is any pre-fab work which could be done back at base camp under cover (steps, screens, etc.), take measurements and come back to base camp.

B. No one home - Stay around for an hour. Check with neighbors to see if anyone knows when they will return. Check with Color Group Leader or call Site Coordinator for instructions.

C. Work already done or client changes mind - Sometimes things change between the pre-site visit and the week of camp. If the work has already been done, check with your Color Group Leader or call the Site Coordinator for instructions. Check with the client about other possible work.

D. Need additional materials or tools, etc. - Check with Color Group Leader or call base camp.

E. UNSAFE AND THREATENING SITUATIONS

Safety at the work site is a primary concern. Unsafe working conditions should be reported to the Color Group Leader or the Site Coordinator. An unacceptable risk of injury due to unsafe tools, unsafe ladders, or poor working conditions should be avoided.

On very rare occasion a situation may occur that threatens the safety of the work team. If this happens, leave immediately. These situations include criminal activity, gang activity, anger/violence, inappropriate or threatening activity, presence of weapons, and other things which threaten safety.

F. Bathroom - Everyone should make a "bathroom run" prior to leaving base camp in the morning. If someone has to go during the day, the whole group goes to the nearest facility.

## MONDAY - FRIDAY

Every day the Site Coordinator must do the following:

- Know where each work team is throughout the day, and record that information and have it readily available so that others can find it if needed.
- Decide where each work team will be the next day based on reports from Color Group Leaders.
- Keep a record of what sites have been completed, and provide completed work site information to the Administrative Coordinator.
- Anticipate building materials needed for the next day and give that information to the Tool Coordinator.
- Make sure that incomplete sites passing to a new team have a new site sheet.
- Communicate with the Color Group Leaders on progress at the work sites, and the work team experiences and needs.

## END OF CAMP

Make sure you have all information entered in to the Site Coordinator spreadsheet. All of the information on this spreadsheet is extremely valuable to the U. M. ARMY office. It is used for reporting, fund raising, and future camps that will be in the area.

## Extremely Important

If you visited a site and had plans to work there, but were unable to get to it, PLEASE follow through with a call or card explaining to the client that you were unable to get to their house. This is a courtesy that must be done so the client is not expecting someone to show up. Do not promise that the next camp or another agency will be doing the work. Do pass this information on to the U. M. ARMY office.

If you do not have the time to do this, ask for assistance from the Administrative Coordinator, or the Camp Director. This simple act demonstrates our love and respect for the client.

## FINAL THOUGHTS

Quality of work is important. The work we do, we do for Christ. “Whatever you do, work at it with all your heart, as working for the Lord (Col 3:23a)... “It is the Lord Christ you are serving (24b).” “Serve wholeheartedly, as if you were serving the Lord...” (Eph 6:7a ) “...I tell you the truth, whatever you did for the least of these brothers of mine, you did for me.” (Mt 25:40 )

The painting, the porch, the yard work, it is as if we are doing it for Christ, it is Jesus’ house. Christ does not demand perfection in what we do, but He deserves our very best, and excellence should be our goal.

Once again, the key to success in this role is to be totally prepared prior to camp.

As one veteran site coordinator has said, “Let’s work smart so we can complete our tasks on time, thus enabling us to worship stronger and longer with our clients and our fellow camp participants.”

# PRE-SITE VISIT INSTRUCTION SHEET

Each team should have the following:

- Pre-site forms and materials lists
- Clip board with blank paper
- A 20 foot or longer measuring tape
- A digital camera to take pictures of the home and work areas.
- Maps of the town & county
- Insect repellent
- Water
- Copies of client handout with dates filled in (English & Spanish)

Reminders:

Never promise that we will work on a client's house. It is unlikely we can work on every site. Be selective. Choose sites and jobs that we can handle, finish, and accomplish with excellence. Do not choose sites that are beyond our limited capabilities and resources. Be as thorough as possible in your inspection. Every 5 minutes spent inspecting saves about an hour of wasted time at the work site.

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- *Spend enough time at the site to make a detailed description of the work, necessary tools for the job, and a complete materials list. Fill out the Pre-Site sheets completely, including driving directions. Take plenty of pictures; a picture is worth a thousand words.*

Projects for U. M. ARMY

## **New Construction**

Wheelchair Ramps  
Steps  
Handrails  
Wooden Porches  
Enclosed Porches  
Small Sheds  
New Doors (pre-hung)  
Screen Doors  
Shelving  
Drywall

## **Repairs**

Leaky Roofs  
Porches  
Floor Boards  
Saggy Floors  
Window Glass  
Stuck Windows & Doors  
Window & Door Screens  
Rotten Siding

## **Maintenance**

Yard Clean Up  
Yard Work  
Painting Exterior & Interior  
House Cleaning

## **We DO NOT Do**

Electrical Wiring  
Plumbing  
Major Roof Repairs  
Room Additions  
3<sup>rd</sup> Story Painting  
Appliance Repair  
Work on Rent Houses

