

Assistant to the Project Manager Job Description

Flood Recovery Office
Marion, Iowa

Objective: To serve Flood Recovery Office by supporting the Project Manager with purchasing of supplies, delivery of materials / equipment, safety training, equipment maintenance, team supervision, and trailer upkeep.

Desired Personal Profile:

- Strong moral and ethical character, with a strong personal faith in Jesus Christ.
- Understanding of the importance placed on Safety and Safe Sanctuary.
- Able to prioritize tasks so that duties are preformed in the most time efficient manner.
- Strong organizational and volunteer management skills.
- Knowledge of basic construction and construction sequencing.
- Knowledge of MS Excel.

Position Type: 10 weeks \$3,000

Education: Training will be provided by the Project Manager

Accountability: Intern supervised by Project Manager and reports to the Associate Pastor.

Responsibilities:

- Coordinate volunteer teams with appropriate rebuild projects per their skill level
- Assists with the ordering and delivering of supplies from drywall to carpet.
- Develop, plan, and assist with volunteer team orientation and training.
- Develop and implement project safety training
- Conduct weekly "tool box" safety talks
- Work with teams to maintain materials in a safe and secure location.
- Work with teams to maintain an acceptable quality standard
- Work with teams to maintain FUMC equipment and identify project equipment requirements
- Maintain cleanliness of any rental vehicles.
- Track purchases and maintain project cost controls
- Track and monitor project schedules
- Help homeowners with selecting re-build components
- Other duties as assigned

Worship and Worksite Intern
Job Description

Flood Recovery Office
Marion, Iowa

Objective: To serve Flood Recovery Office by creating worship opportunities and worksite supervision/training.

Desired Personal Profile:

- Strong moral and ethical character, with a strong personal faith in Jesus Christ.
- Understanding of the importance placed on Safety and Safe Sanctuary.
- Able to prioritize tasks so that duties are preformed in the most time efficient manner.
- Strong organizational and volunteer management skills.
- Knowledge of basic construction.
- Ability to lead worship in a variety of settings: Camp, lunchtime on jobsite, etc

Position Type: 10 weeks \$2,500

Education:

Accountability: Intern supervised and reports to the Associate Pastor.

Responsibilities:

- Create a variety worship opportunities for volunteers teams.
- Purchase food and supplies to maintain appropriate inventory levels.
- Assist with coordinating volunteer teams with appropriate rebuild projects per their skill level
- Assists with the ordering and delivering of supplies from drywall to carpet.
- Assist with volunteer team orientation and training.
- Implement project safety training
- Conduct weekly "tool box" safety talks
- Work with teams to maintain materials in a safe and secure location.
- Maintain cleanliness of any rental vehicles.
- Work with teams to maintain an acceptable quality standard
- Work with teams to maintain FUMC equipment and identify project equipment requirements
- Help homeowners with selecting re-build components
- Other duties as assigned

Hospitality and Worksite Intern
Job Description

Flood Recovery Office
Marion, Iowa

Objective: To serve Flood Recovery Office assisting with worksite supervision and training be the liaison for teams over 50 people.

Desired Personal Profile:

- Strong moral and ethical character, with a strong personal faith in Jesus Christ.
- Understanding of the importance placed on Safety and Safe Sanctuary.
- Able to prioritize tasks so that duties are preformed in the most time efficient manner.
- Strong organizational and volunteer management skills.
- Knowledge of basic construction.
- Ability to communicate to large teams and church/camp hosts.

Position Type: 10 weeks \$2,500

Education:

Accountability: Intern supervised and reports to the Associate Pastor.

Responsibilities:

- Purchase food and supplies to maintain appropriate inventory levels.
- By understanding the team assigned, assist the Project Manager with coordinating volunteer teams with appropriate rebuild projects per their skill level
- Assist with volunteer team orientation and training.
- Conduct weekly "tool box" safety talks
- Work with teams to maintain materials in a safe and secure location.
- Maintain cleanliness of any rental vehicles.
- Work with teams to maintain an acceptable quality standard
- Work with teams to maintain FUMC equipment and identify project equipment requirements
- Help homeowners with selecting re-build components
- Other duties as assigned

Administration, Public Relations, and Worksite Intern
Job Description

Flood Recovery Office
Marion, Iowa

Objective: To serve Flood Recovery Office assisting with worksite supervision and training while collecting pictures, organizing stories, and working with the press.

Desired Personal Profile:

- Strong moral and ethical character, with a strong personal faith in Jesus Christ.
- Understanding of the importance placed on Safety and Safe Sanctuary.
- Able to prioritize tasks so that duties are preformed in the most time efficient manner.
- Strong organizational and volunteer management skills.
- Knowledge of basic construction.
- Ability to communicate the Flood to recruit more teams and local help.

Position Type: 10 weeks \$2,500

Education:

Accountability: Intern supervised and reports to the Associate Pastor.

Responsibilities:

- Assist with volunteer team orientation and training.
- Conduct weekly "tool box" safety talks
- Work with teams to maintain an acceptable quality standard
- Help homeowners with selecting re-build components
- Other duties as assigned

NOMAD Site Manager
Job Description

Flood Recovery Office
Marion, Iowa

Objective: To serve Flood Recovery Office assisting with worksite supervision, training, and material purchasing.

Desired Personal Profile:

- Strong moral and ethical character, with a strong personal faith in Jesus Christ.
- Understanding of the importance placed on Safety and Safe Sanctuary.
- Able to prioritize tasks so that duties are preformed in the most time efficient manner.
- Strong organizational and volunteer management skills.
- Knowledge of basic construction and construction sequencing.

Position Type: 6 weeks

Education:

Accountability: Intern supervised by the Project Manager and reports to the Associate Pastor.

Responsibilities:

- Assist with coordinating volunteer NOMAD teams with appropriate rebuild projects per their skill level
- Assists with the ordering and delivering of supplies from drywall to carpet.
- Assist with volunteer team orientation and training.
- Implement project safety training
- Conduct weekly "tool box" safety talks
- Work with teams to maintain materials in a safe and secure location.
- Work with teams to maintain an acceptable quality standard
- Work with teams to maintain FUMC equipment and identify project equipment requirements
- Help homeowners with selecting re-build components
- Other duties as assigned