

Job Responsibilities

Event Directors:

Dave Hendrickson & Lorren Riggle

- Website management,
- Project leader meetings and progress,
- Direct monthly meetings,
- Establish Work Crews/Teams,
- Coordinate with ASP Officers & Coordinators,
- Coordinate required paperwork to ASP,
- Coordinate required payments to ASP.

Secretary:

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- Recording meeting minutes,
 - Forward PDF copy to webmaster,
 - Communicate with team members; announcements, news, etc.,
 - Schedule Commissioning Sunday Service.

Treasurer:

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- Provide for budget,
 - Provide monthly meeting report,
 - Collect registration fees,
 - Collect dinner ticket sales money,
 - Record all invoices and reimbursements with Secretary,
 - Submit all invoices to Cindy Jonczak, Church Administrator.
 - Coordinator van teams gas card and cash,
 - Distribute van teams gas card and cash,
 - Collect & reconcile van teams gas card and cash,

Registration Coordinator:

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- Distributing forms to team members,
 - Arranging/scheduling for Notary/Notarization,
 - Collecting forms,
 - Collecting driver information,
 - Copying forms and collating by team vans and complete set of copies for Church Office and ASP Site Coordinator.
 - Coordinate medications with Trip Doctor; Dwayne Shuhart.

Marketing Coordinator:

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- Schedule Chick-Fil-A night,
 - Schedule Chili's night,
 - Distribute flyers/coupons,
 - Arrange for worship folder announcements,
 - Arrange for worship folder inserts.

Transportation Coordinator:

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- Arrange for driver shuttle to pickup vans (6 van drivers),
 - Arrange for driver shuttle to return vans (6 van drivers),
 - Arrange for lifting crew to remove rear seats (crew of 4),
 - Arrange for lifting crew to replace rear seats (crew of 4),
 - Arrange for cleaning crew to clean interior of vans upon return (crew of 8),
 - Arrange for packing crew to assist in loading vans with standard supplies (i.e. first aid kits, coolers, blankets, etc) (crew of 2),
 - Arrange for complete driving directions and GPS coordinates for each van team,
 - Arrange for phone chain (at least 2 cell phones by van).

Event Coordinator:

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- Provide for list to local medical facilities,
 - Provide for list of local retail facilities; ice cream, Wal-Mart,
 - Provide for list of local hardware/home improvement facilities.

Dinner Coordinator:

Dwayne Shuhart

- Provide for team duties & shift assignments,
- Provide for supplies,
- Provide for ticket Sales Coordinator, Lorren Riggle

Silent Auction Coordinator:

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- Arrange for donated articles,
 - Setup and run Silent Auction,
 - Distribute items to winners,
 - Thank you's for donations.