



Appalachia Service Project, Inc.

4523 Bristol Highway
Johnson City, TN 37601-2937
(423) 854-8800 *voice* (423) 854-9771 *fax*
Hiring@ASPhome.org *e-mail*

Job Description

Summer Program Manager

General Conditions

Appalachia Service Project (ASP) is a Christian ministry, open to all people, that inspires hope and service through volunteer home repair and replacement in Central Appalachia. ASP is a not-for-profit 501(c)(3) organization. Using the skills and efforts of thousands of volunteers as well as both part-time and full-time staff, ASP provides housing services to low-income households in the Central Appalachian regions of Kentucky, North Carolina, Tennessee, Virginia, and West Virginia.

Persons desiring employment with ASP must have a personal commitment to Christian faith and service to others. ASP does not require, as a condition of employment, membership in or profession of a specific denominational theology. ASP goes to our brothers and sisters in a spirit of Christian love and service and accepts them right where they are, just the way they are. ASP expects each employee to be an example of this standard of Christian service.

ASP is an equal opportunity employer. No one will be discriminated against because of race, religion, creed, color, gender, age, sexual orientation, veteran status, or disability. Employment decisions will be based solely on qualifications for and ability to perform the duties of the position for which employment is sought.

Specific Conditions

Overview

The Summer Program Manager (SPM) is part of the Ministries Department, and is responsible for supervising the summer program within an identified geographic area. The SPM is involved in summer staff training and is responsible for supervising summer staff.

This is a temporary position, based in Johnson City, Tennessee, that requires extensive travel. The SPM is scheduled to work forty hours per week. Irregular hours will be required and scheduled in advance and will be discussed with the prospective employee prior to hiring. Dates of employment are May 6th – August 9th, 2019.

Responsibilities

Staff Training/Wrap-up:

- Assist with the planning and implementation of Center Director Training, Staff Training, and Wrap-up

Staff Supervision:

- Visit assigned summer centers bi-weekly (plus additional visits as necessary)
- Provide written and verbal feedback to each staff at the end of each center visit
- Provide “small dose feedback” twice and thorough written evaluations at the end of the summer for each Center Director
- Check-in with community and facility contacts at least twice in each county, reporting any substantial or immediate concerns to the county set up team
- Ensure all counties end the summer with a balanced budget

Administrative:

- Maintain thorough electronic documentation for each county
- Communicate relevant updates to Ministries Department at least weekly
- Adhere to overall departmental budget guidelines
- Serve as a liaison, if needed to another ASP department to ensure the smooth running of the summer program
- *Additional duties as assigned*

Qualifications

Required

- A minimum of two years of experience on ASP summer staff; One year as a Center Director is preferable
- Responsible work habits as outlined in ASP’s Interpersonal Standards Agreement (provided upon request)
- Valid driver’s license and driving record that is acceptable to ASP’s insurer
- Flexibility to work unusual hours
- Highly motivated, self-starter, creative, problem-solver

Desirable

- Bachelor’s degree
- Ability to play guitar

Salary and Benefits

- Salary
- Use of an ASP vehicle for official purposes only
- Room and board during staff training and county visits
- Holidays: 2 paid holidays (Memorial Day and Independence Day, which may need to be taken later as adjusted holidays)

Initiated: 11/25/09

Revised: 11/28/11

Revised: 12/17/14