

2010 B.A.M. Coordinator Position Description  
(Burnamwood Appalachian Ministry)

Job description: The BAM coordinator is responsible for all aspects of the Burnamwood Appalachian Ministry, most importantly, creating and ensuing a fulfilling and rewarding experience for all involved.

Start Date- May 24<sup>th</sup>, 2010

End Date- August 5<sup>th</sup>, 2010

1 Week Paid Vacation

Friday Noon-Sunday Noon- Off

Requirements: The B.A.M. coordinator must have at least completed their freshman year in College and must have reliable transportation and excellent organizational skills, with the ability to communicate. A history in youth ministry/mission is a plus, but not required. Having a lifeguarding certification or musical abilities also a plus, but not required.

Tasks:

- Touch base with group leaders at least two weeks before arrival to discuss skill level of participants and answer any questions groups may have.
- Shop for the food for each group and have refrigerator and cabinets stocked before groups arrival.
- Work with organizations in city of Irvine and surrounding areas to coordinate a full schedule of mission opportunities for the groups where they will be both busy and fulfilled.
- Coordinate with the 2010 Burnamwood Summer Staff for use of pool/hiking/Volleyball/boating, etc.
- Work with leaders of each group to help with planning worship as requested.
- Provide detailed descriptions of each work site, directions to/from work sites, and ensure that the proper tools and directions are available for the assigned task.
- Visit each work-site daily.
- Trouble-shoot as necessary.