**SCSC Project Director Job Description and Checklist**

**Prior to the On-Site Training at Camp Harley Sutton in June, the Project Director is to:**

* Work with a small Church SCSC Committee in planning the SCSC project and detailing the grid.
* Be ready to help set and meet goals for the team.
* Communicate with the church pastor and other leadership as to what the expectations for the team will be.
* Establish supervisors for the various activities when the PD is not present. Protect the team by not leaving them alone at the church or work-site.
* Prepare the church for the arrival of the team. Be the team’s “public relations” agent – advertising, promoting, and introducing the team to the membership.
* Arrange for housing, meals (and other food), transportation, linens, days off (for rest), privacy, down time, and laundry facilities (in host families’ homes). In addition, arrange for entertainment and recreation, including the financing when needed.
* Communicate with SCSC training staff concerning project grid prior to training. (Use Facebook, e-mail and phone.)
* Communicate with the team before, during and after the project, using Facebook, e-mail, and phone.
* Study, or be familiar with, what the team has studied in order to be prepared for the training. (If PDs would like to study along with students we can send them the syllabus. PD’s are responsible for the purchase of these books.)
* PRAY for the team, the project, training, YOURSELF, the SCSC Committee, Training Director and Staff
* Communicate with all supervisors of the team, and provide a copy of the project grid to camp directors, pastors, VBS directors, host family, etc. This should be done before and during the project.
* Make arrangements with host family. Please follow the guidelines – each person needs their own room. Laundry and showers should be available at the host family’s home.
* Provide the Host family with a schedule as to where and when the students will be at all times.
* Make arrangements for the team’s transportation while on project.

**During the On-site Training at Camp Harley Sutton in June, the PD is to:**

* Attend On-site training (**required**)
* Bring curriculum for camp/VBS/Bible Study, etc. to the On-site Training for the team to work with throughout training
* Provide students with ALL materials they need, AHEAD OF TIME, with preparation time and guidance
* Clarify expectations for ALL involved, students, yourself, pastor, camp directors, supervisors, etc.

**Following the On-site Training and during the Project, the PD is to:**

* Counsel, mediate, PRAY, encourage, praise, and provide constructive feedback when needed
* Plan and lead devotions; be a spiritual leader for the team; “be there” for the students; guide them through the project
* Evaluate the team formally and informally. (Survey Monkey links will be given at training.)
* Share and discuss evaluations with students – Do they have any comments or questions?
* Be the liaison between the church members and the team.
* Defend, shield and protect the team. You are their advocate.
* Be a Disciplinarian and or a rule enforcer as needed. (See the SCSC Student Guidelines via [www.seventhdaybaptist.org/ministries/womens-board-scsc](http://www.seventhdaybaptist.org/ministries/womens-board-scsc))
* Make sure the students are where they need to be at the correct time(s).
* Attend (as you are able) an informal Evaluation lunch to share your experiences with SCSC staff and Committee. This takes place during the Conference week at the discretion of the Training Director.

9/2/16 hg