



Project Manager Job Description

1. Project managers will be our initial entry into the school or agency we are serving. Their first priority is to be a positive, joyful follower of Jesus.
2. The Project Manager may be introduced to the school or agency representative by a representative from the SGP Leadership.

Project Manager (PM) Responsibilities

1. Work with the agency representative to plan out the project to be completed on the SERVICE DAY including:

A. Project Planning

Work with the school or agency in determining the feasibility of completing the project.

In some cases, you may have to make suggestions that will allow as much of the project to be completed as possible. There may be an aspect that is too difficult that you would recommend not being part of what we try to do. Also determine if some of the project will have to be started a day or two prior to the SERVE GP SERVICE DAY in order to be completed.

- ***The scope of the projects should be: 12 volunteers can complete it in 4 hours or less.*** Locations can have multiple projects planned but the need to prioritize since we cannot guarantee the number of volunteers that will show up.

B. Supplies

Determine the supplies needed for the project and make a plan for acquiring/purchasing them either through the school or agency or through SGP.

C. Budget

In many cases the school or agency will be able to buy the supplies such as paint etc and SGP will supply the labor. In some cases, if they need financial help, SGP will need to know the approximate cost of the project. **The goal is \$0 per project.**

D. Volunteers

Estimate the number of volunteers that you will need to complete the project successfully. SGP will supply the project managers with the contact information. The project manager or designee will contact the volunteers to let them know the time to be at the project and tools they are to bring. In larger projects where there are dozens of contacts; SGP can supply personnel to help if requested.

E. Tools and Equipment

If there is special equipment that will be required, make a list and work through your resources to acquire needed tools. Let your SGP Leadership Team know if you need help and we will be part of searching for needed equipment.

2. Explain the purpose of SERVE GP and the scope of the project to the team of volunteers on the SERVICE DAY.
3. Direct the people on your project on the SERVICE DAY and prior to that if needed to complete the project on time.
4. Follow up with the school or agency to make sure they are satisfied with the project etc.
5. **We would like all projects over 15 volunteers in size to have a check in booth with volunteer instructions.** (Work to be done, map, trash locations, water, ect.)