

Volunteer Role:	Spring Into Action Director
Involvement Frequency:	Weekly tasks throughout the year; heaviest Jan-May
	Minimum Two-Year Commitment
Role Description:	
The Spring into Action Director will oversee all aspects of leadership for Spring into Action with resourcing from the Pastor of Outreach and the SIA Lead Team. This position requires at least a two-year commitment to Spring into Action: the first year working closely with the Lead Team to learn the position while taking on various leadership aspects, the second year running the event. The ability to manage projects, organizational, communication and leadership skills, resourcefulness, and attention to detail are necessary characteristics for this position. The SIA Director should also have a somewhat flexible schedule.	
Main Responsibility:	Chair the Lead Team and see SIA through from start to completion and evaluation.

General Duties:

- Work with the Pastor of Outreach, SIA Lead Team, and Outreach Administrative Assistant to implement all aspects of SIA. Consult with the same for any major changes to SIA goals or strategies
- Utilize the timeline in the Directors Manual to schedule Lead Team meetings and goal deadlines and notify all members of locations and/or changes
- Provide oversight of the SIA Budget ensuring all approved projects and material costs fall within the limits of the SIA Budget
- Connect with the Buildings and Grounds Manager of the Stevens Point Public School District to approve all project requests and any necessary protocols in working with the schools
- Follow up with SIA Lead Team to make sure all needed tasks are delegated out and completed
- Work with the SIA Database Website Developer to ensure all features, facets and forms are functioning according to the goals and projects of the current SIA year
- Work with the Outreach Administrative Assistant for all communications and publicity requests to go before the church
- Ensure follow up of all projects including evaluation of quality and quantity of all projects

Requirements:

- The Director of SIA should consider this a regular ministry in which they are engaged on a continual basis throughout the year for no less than two years
- This leadership position requires leadership of SIA Lead Team meetings throughout the year on a monthly basis with special attention and time given weekly during the months of February through May

Qualifications:

- Ability to manage project managers and team leaders to effectively address the needs of each school
- A self-starter with strong organization skills and attention to detail
- Strong communication and leadership skills including the ability to work with a variety of people, personalities and talents
- Ability and energy to solve problems
- Experience with construction and contracting helpful but not necessary