

Setup Director

Position Overview

The Setup Director works closely with the local Cosponsor and materials vendors to prepare the community for the arrival of Workcamp. The responsibilities of the Setup Director include, but are not limited to, the following:

Setup Director Responsibilities

- Review the Setup Director training guide prior to camp and review all documents sent in Setup Box
- Connect with the Workcamp Project Manager two weeks prior to setup to obtain updates on sites, vendors, materials orders, budgets, and any potential problems
- Ensure smooth and complete setup of camp, arriving Sunday and leaving the following Sunday
- Ensure all materials are at each worksite by the end of the day Friday before camp begins
- Meet and build relationships with the Cosponsor and Summer Staff
- Be prepared to resolve any issues that may arise
- Verify all directions to the worksites are accurate and clear
- Review Work Descriptions and sites for safety issues and appropriate skill levels
- Initiate, organize, and maintain the materials budget
- Brief the Director, Materials Manager, and Crew Manager about setup week

Physical Requirements

- Able to lift objects up to 50 pounds
- Capable of working (walking, standing, sitting, etc.) for 10-14 hours per day
- Prepared to work busy camp days with an average of 5-6 hours of sleep per night