

## Lathrup Village, Michigan Time-Bank Group Project Coordinator

### Duties & Responsibilities

1. Field and respond to all Group Project requests and inquiries.
2. Look through requests posted on the TB website for possible projects.
3. Contact the requester for details and specifics of their project.
4. Visit the project site and assess the request to make sure that TB has the skills to complete.
5. Make sure the project can be completed within the two-hour window.
6. List the tools or special equipment that will be needed.
7. Ask if children are welcome. A TB baby-sitter can be requested.
8. Lock in a project date with the requester (3<sup>rd</sup> Saturday of a month).
9. Discuss with the requester that they will be hosting a potluck lunch after the project.
10. On the day of the project, bring the TB sign and place it in front of the project house.
11. Before the project begins, survey with the requester that all tools and needed supplies are there.
12. Match skill levels with tasks to be performed.
13. Make sure no children are on ladders or using power tools.
14. Supervise and encourage all participants so that the project is completed on time.
15. Stage a quick clean-up (if needed) upon completion of the project.
16. Thank all TB members for participating and encourage them to have a project of their own.
17. Enjoy the camaraderie of the potluck and encourage all to stay even if they did not bring a dish.