



## **Valued Roles for Sustaining a Region**

**The first eight roles are essential for a healthy and functioning region.**

### **1. REGIONAL COORDINATOR**

- Point person for sharing information about the Texas Ramp Project. Works closely with the Recruiting Manager. Communicates with churches, organizations, etc., to help identify people with skills and possible interest in serving in any of these roles.
- Receives referrals and sends information to Lead Surveyor.
- Stays up-to-date on expenditures and revenue.
- Ensures that database is updated promptly on each build (works closely with Data/Software Manager).
- Seeks ways to “lift up and acknowledge” Build Teams, Build Leaders, Managers.
- Administrative liaison with the Board of Directors and key staff at Texas Ramp Project.

### **2. LEAD SURVEYOR**

- Receives referrals from Regional Coordinator (or person assigned to collect referrals).
- Recruits and trains Volunteer Surveyors.
- Shares with Volunteer Surveyors which referrals need to be surveyed, and coordinates with Volunteer Surveyors so there is not duplication.
- Shares completed survey information with the Referrals Manager.

### **3. VOLUNTEER SURVEYOR**

- Contacts client and arranges for a date/time to survey site for the ramp.
- Determines the feasibility of the ramp.
- Makes a drawing of the ramp design.
- Sends ramp design to Lead Surveyor.

### **4. REFERRALS MANAGER**

- Receives completed survey information from Lead Surveyor.
- Shares ramps with Build Leaders when they request a ramp to build.
- Upon completion of a ramp, sends an email and photo of build team with client/family to the referring agency/social worker indicating the completion of the ramp.

## **5. DATABASE/SOFTWARE MANAGER**

Collects the following information on each build:

- Build Leader; Build Team; date of build; number of volunteers; number of volunteer hours; length of ramp; and source of funding if known.
- Submits the collection of information on each completed ramp to Salesforce.
- Sends a note/photo to Referrals Manager upon completion of each ramp.

## **6. WAREHOUSE MANAGER/QUARTERMASTER**

- Supervises the construction of ramp modules needed for upcoming builds.
- Orders and maintains lumber/hardware/paint supplies.
- Arranges for modules to be pre-built for a site unless they will be built on site.
- Turns in credit card receipts to appropriate person.
- Reports monthly expenditures to Regional Coordinator.
- Orders, receives and distributes tools for new teams (if this is the procedure), and replacement tools for existing teams.
- Arranges for rental trucks/trailers if needed by Build Leaders to transport materials to build sites.

## **7. BUILD TEAM LEADERS/BUILD LEADERS**

- Seeks a ramp to be built from Referrals Manager.
- If Build Leader has a team (e.g., church volunteer group), determines a date to build.
- Other Build Leaders should contact the Recruiting/Training Manager for a group that wants to volunteer to build. Upon connecting with a volunteer group, communicates with volunteer group leader to determine a date when they would like to build.
- Contacts client/caretaker to visit the site and set a date to build.
- Arranges with Warehouse Manager/Quartermaster to pick up materials and tools.
- Upon completion of ramp, shares required information with Database/Software Manager.

## **8. SMALL TEAMS/REPAIR TEAMS**

- This is a team or 2 to 3 individuals who build short ramps (3 to 12 foot). They might also install handrails where none are in place on steps for clients who are not yet in need of a ramp. They would also replace worn-out decking on ramps and repair handrails where needed. This is a fact of life over time with the ramps we build, even if decking is maintained by the client.

## **9. PERMITTING MANAGER**

- Secures permits from city/county (if required). Sends permit to Build Leader to give to client for inspector.
- Upon inspection, notifies Build Leader as to Pass or Fail (what needs to be corrected).

## **10. RECRUITING/TRAINING/VOLUNTEER MANAGER**

- Recruits new teams from churches, service organizations, clubs (Rotary/Kiwanis), businesses (e.g., homebuilders), college groups (physical therapy students/fraternities/sororities), high school groups (get them to help build modules).
- Serves as liaison for groups that want to build once or twice a year and for Build Leaders without a team. Notifies Build Leaders when group wants to build next with them
- Arranges training for new churches, enabling them to be independent over time.

*Publicity/Media and Fundraising Managers often can go hand in hand/work together and can be combined if someone is willing to take on more than one role.*

## **11. PUBLICITY/MEDIA MANAGER**

- Person responsible for publicity through local media (TV, newspapers).
- Keeps the media informed about local TRP activities and opportunities.
- Submits ramp stories and pictures to local media and posts on social media.
- Shares recent ramp builds (pictures/interview of client and team members).
- Secures release of information from clients (family).
- Issues a call for volunteers.

## **12. FUNDRAISING MANAGER**

- Looks for ways to raise funds for building ramps (corporate sponsors; past donors; individuals; church groups like men's and women's ministries; mission boards).
- Works with Publicity/Media Manager to promote major fundraising effort (e.g., Amplify Austin; Car Show).

## **13. PAINTING TEAM**

- Made up of volunteers willing to go out and paint the decking on the ramp (with play sand added to keep client from slipping on wet surface). This could be teams of youth from churches.