



## The Role and Responsibilities of the Site Coordinator

1. **Oversee the Process of Being Accepted as a Satellite of *The Urban Ministry Institute (TUMI)***
  - a. Complete the application process with *TUMI* (pp. 39-45; Appendix 21)
  - b. Interview with *TUMI* (via telephone)
  - c. After acceptance as a satellite, complete Site Finalization Form (Appendix 21.4) and mail to *TUMI* with your site license fee (\$1,500)
  - d. Learn how to use *TUMI* web site to receive resources and information (Appendix 5)
  - e. Attend *TUMI*'s Site Coordinator Conference to receive training in the vision, philosophy, and administrative procedures of *TUMI*
  - f. Submit an electronic photograph of yourself for promotional purposes
  
2. **Organize Your Satellite Office, Obtaining All Necessary Facilities, Equipment, and Materials for Your Extension Site**
  - a. Select, reserve, and prepare classroom facilities
  - b. Acquire a television set, DVD player, CD player, overhead projector, and dry erase board
  - c. Purchase computer and necessary software, with Internet access to *TUMI* web site
  - d. Secure contact phone number, fax, and e-mail mailing address
  - e. Purchase file cabinet, hanging files, file folders
  
3. **Ensure Administrative Structures Are Developed for Your Site**
  - a. Receive your Satellite Administrative Resource CD from *TUMI*
  - b. Set up record-keeping structure (student files, grades), clarify policies (Appendices 17 and 18)
  - c. Plan overall budget and establish billing rates for student body (Appendices 7 and 18.4)
  - d. Establish communication processes for regular communication with *TUMI*, your board members, and potential donors
  - e. Design your Institute's annual calendar and determine course schedule (Appendix 15)

f. Set up a quarterly schedule to send a two-paragraph testimony and photograph to be sent to the Satellite Director for promotional purposes. Testimonies and photographs can be from individual students, groups or classes, events, mentors, professors, or you (the Satellite Coordinator). Each one should explain how leaders are being developed.

**4. Recruit, Orient, and Supervise All Satellite Mentors and Professors, Staff, and Volunteers (Appendix 16)**

**5. Recruit, Interview, and Admit Prospective Students for Your Training Program (Appendix 18 and 22)**

**6. Ensure Programming is Implemented at Your Site on Schedule and Within Budget**

- a. Determine program and what curricula you will need to complete it (Appendices 12, 13, 14)
- b. Order and receive curricula and materials from *TUMI* (Appendix 25)
- c. Order and receive appropriate course textbooks for students (Appendix 18.3)
- d. Duplicate or print necessary materials for students
- e. Invoice students and collect monies to reimburse cost
- f. Facilitate and oversee courses
- g. Record student grades and distribute student transcripts
- h. Correspond with *TUMI* (questions, concerns, etc.)
- i. Archive student and administrative records

**7. Communicate Often with *The Urban Ministry Institute*, Potential Donors, Mentors and Students to Assure a Successful, Growing Training Program**