



## Site Captain Position Description (Detailed)

### General Description

The site captain serves as the senior member of the Street Life Ministries service team for any standard service date, Monday through Thursday, as assigned. As such, the site captain has overall authority and responsibility for all personnel and activities directly related to operations on site in the preparation, conduct and closing of the site on his or her service date.

The site captain may be assisted in performing these duties by any and all individuals which he or she designates and trains (or briefs) as the site captain deems necessary or helpful. (Site assistants)

### Reports to

The site captain reports to the Lead Site Captain.

Additionally, whenever necessary or desirable, the site captain is encouraged to make referrals or to maintain contact with the executive director to facilitate the efforts of ministry members in obtaining assistance from resources outside SLM, i.e. rehabilitation, shelter, etc.

### Duties and Responsibilities

- Open the site (RC)

- Set up

- Turn on lights (RC)
- Set up seating
- Set up sound system
- Set up rain shelters (RC)
- Turn on heaters (RC)

- Maintain Safety

- Walk the site before and after service (identify and remove/resolve hazards)
- Contain activity within the designated areas (RC)
- Maintain situational awareness
- Observe activity
- Identify developing issues
- Resolve conflict (Intervene verbally, peacefully but not physically.)
- Report Emergencies
- Call 911 in the event of...
  - Physical violence or imminent threat of violence
  - Appearance or other evidence of the possession of a weapon
  - Serious injury or illness



Fire or other dangerous occurrence  
And inform the Lead Site Captain and Executive Director

## Conduct services

- Prayer circle
- Worship
- Message
- Announcements
- Grace
- Meal service

## Take down

- Turn off and store heaters (RC)
- Take down and store shelters (RC)
- Take down and store sound system
- Gather and store seating
- Turn off lights (RC)

## Close the site (RC)

## After Service Report to the Lead Site Captain and Executive Director

- Report material shortages
- Report technical problems
- Report security and safety problems
- Report any incident of concern
- Report noteworthy, positive information