



## ASP VOCABULARY

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**Administrative Staff (Admin):** Permanent ASP staff who work in the Johnson City, TN headquarters.

**ASP Board of Directors:** A governing board of about 20 people who make decisions concerning policy/direction of ASP.

**Center Director (CD):** An experienced ASP staffer, ultimately responsible for the operation of a summer center.

**Center Staff:** The team of temporary ASP staffers (summer) or fellows (year-round) who are assigned to a center to coordinate the ASP experience for volunteers and the work that they do on each project. Staff size varies based on volunteer capacity, but all staffs typically include the following positions: CD = Center Director; FC = Finance Coordinator; OC = Operations Coordinator; ComCo = Communications Coordinator.

**Construction Consultant (CC):** A staff person with significant construction knowledge and experience who is assigned to and serves 2-5 centers, working with staff and volunteers closely on challenging work projects.

**Contact Person (CP):** An adult representative from a volunteer group who works with the ASP Volunteer Department in organizing their specific group but does not actually go on the trip.

**Continuity Sheets:** The forms completed by each crew leader at the end of the week to explain what was done, what is left to be done, what supplies were used, and what supplies are on site.

**Cup of Cold Water (CCW):** A fund that enables ASP to provide wells, septic, plumbing/new wiring to homes with inadequate water or electric service.

**Devotions (Devos):** First official activity each day. The staff will do this the first morning and volunteers will lead them the rest of the week (each group will have the opportunity to sign up).

**Evening Gathering (EG):** An evening program led by the Center Staff for volunteers at each center to include music, sharing, education, and discussion. Includes special activities like Community Night and Family Picnic.

**Families:** Term referring to people whose homes we repair (can include individuals as well).

**Family File:** Confidential file given to a work crew; gives details of the family and home they will be serving. Contains directions to the house/medical facility, emergency numbers, family info, GL Check-in Sheets, weekly continuity sheets, tool and supply lists, work order, work agreement forms.

**Floating Volunteers:** Volunteers who come to a center with a group but are not necessarily assigned to a specific work crew. They bring a separate vehicle to help with delivering supplies to their group, providing assistance to ASP staff, or lending support to other work crews as needed.

**Group Evaluation:** Form completed by staff at the end of the week evaluating each group. Available upon request from the Volunteer Department.

**Group Leader (GL):** Adult leaders (19 years and older) who bring volunteer groups and lead the youth in their group, as well as volunteers 19 years and older at the center and work site, supervising construction. There should be no less than two GLs per work crew.

**Group Leader Check-in Sheets:** The form each work crew fills out at the end of each workday and gives back to staff with the family file. This communicates project material needs for the following day.

**Helping Hands Volunteer:** Helping Hands is a program of opportunities for adults who have served with ASP in the past to be in service to ASP at times and in ways beyond the traditional volunteer experience. Opportunities include Construction Floater, Work Crew Leader, IHVs, Summer Cook, Center Support, and more.

**Home Repair Coordinator (HRC):** Responsible for ensuring quality construction; visits centers to help solve construction issues; supervises CCs; approves subcontracts, room addition projects, and carport applications.

**Program Manager (PM):** Program Managers, part of the ASP Ministries Department, are responsible for overseeing the summer program and ASP staffers within an identified geographic area. PMs do not reside at the center.

**Runs:** The main component of staff's day, consisting of visits to every home. At each worksite, staffers will check in with the family, visit with volunteers, check construction progress and answer questions, and deliver supplies.

**Safety, Sensitivity, and Stewardship (3-Ss):** Guidelines for behavior, use of materials, and construction skills at the center, on the work site, and in the community.

**Summer Center:** A building ASP leases for staff office, supply room, cafeteria and volunteer sleeping quarters. (ASP also houses summer volunteers at our permanent center in Jonesville, VA).

**Summer Program:** The ASP program for volunteers that runs June through August. The Summer Program includes opportunities for middle and high school youth as well as adults and intergenerational groups.

**Trip Coordinator:** An adult representative from a volunteer group who works with the ASP Volunteer Department in organizing their specific group. They may or may not attend the trip themselves.

**Work Agreement:** Contract that the staff signs with each family defining what work ASP will do on their home.

**Work Crew:** A group of 5-7 volunteers who work on one specific project for the entire week. A minimum of 2 adult crew leaders are required for every 5 youth, although a crew can have more than 2 adults.

**Work Orders:** The sheet given to crew leaders on Sunday night detailing the work to be done during the upcoming week. These are to be used in conjunction with the ASP Construction Manual.

**Year-Round Program:** Volunteer opportunities offered from September to May.