

ARM@AU Officer Job Descriptions

Written March 24, 2026

Preface:

ARM@AU officers form a leadership council and serve as the leaders of ARM@AU. Each officer is charged with specific responsibilities executed in collaboration with other officers and organization members. The leadership council also serves in conjunction with ARM staff and volunteers. ARM@AU officers should meet the following criteria:

1. Be a student enrolled at Auburn University in good academic standing
 2. Be able to dedicate 5+ hours per week to ARM@AU
 3. Attend club and officer meetings, home repair service days, and fundraisers. Officer positions need to take priority over other clubs and organizations and it is recommended not to serve in other leadership positions.
 4. Have a desire to serve and lead as a disciple of Jesus and with a compassion towards the poor and broken.
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President

The President serves as the lead coordinator of the ministry, its officers, and other leadership positions. As a servant leader, s/he shapes and guides the ministry's goals and objectives in coordination with the mission of ARM. S/he represents the ministry at Auburn University and AU. Involvement functions and ensures compliance with University policy. Tasks include:

- Leading ministry group and officer meetings
 - Facilitating cooperation between officers, members, and ARM staff
 - Planning, directing, and evaluating the ministry's overall direction with the ARM director and staff
 - Representing the ministry in official and public matters for Auburn University
 - Aiding members and officers to help achieve their goals
 - Being an ex-officio member of the ARM Board of Directors, and attending meetings to present to the board
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Construction Coordinator

The Construction Coordinator manages the planning and execution of ARM@AU's service work.

The Construction Coordinator works with their ARM staff counterpart. The Construction

Coordinator leads ARM@AU's construction team and Crew Leaders. Tasks include:

- Planning projects, including:
 - Visiting sites and homeowners
 - Developing scopes of work
 - Developing drawings and instructions for work
 - Developing tools and materials lists
 - Setting up crew packets for service days
 - Executing projects, including:
 - Procuring, packing, and staging tools and materials
 - Handling project logistics such as transport
 - Leading sites, potentially overseeing multiple sites at a time
 - Construction labor
 - Leading and coordinating volunteers, including:
 - Planning volunteer crews and crew leaders, in conjunction with the Volunteer Coordinator
 - Training volunteers in construction skills
 - Leading and delegating ARM@AU's construction team
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Volunteer Coordinator

The Volunteer Coordinator is responsible for the management and engagement of ARM@AU's

members and volunteers. The Volunteer Coordinator works with their ARM staff counterpart.

The Volunteer Coordinator leads ARM@AU's crew leaders and volunteers. Tasks include:

- Planning volunteer crews and crew leaders in conjunction with the Construction Coordinator, and being a liaison to volunteer groups
- Engaging volunteers, including:
 - Planning activities, devotions, etc for club meetings
 - Procuring food for service days and meetings
 - Making announcements, via GroupMe, Email, etc. regarding upcoming events and information

- Being a point of contact for volunteers with questions, such as how to serve or join
 - Welcoming new members
 - Organizing volunteers and information
 - Organizing ARM's recordkeeping
 - Taking attendance at meetings
 - Managing ARM@AU's AUinvolve page and roster
 - Ensuring a comprehensive and accurate calendar of events is available to all members of the organization
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Fundraising Coordinator

The Fundraising Coordinator is responsible for fundraising and expenditures of ARM@AU. They manage the financial accounts, and plan and execute fundraising events that ARM@AU is involved in. They work with ARM's administrative staff. Tasks include:

- Planning ARM@AU's fundraisers, targeting at least one per semester
 - Coordinating ARM@AU's involvement in ARM's fundraisers, such as No More Shacks
 - Managing ARM@AU's finances, including:
 - Donations, gifts, etc
 - Budgeting and expenditures
 - Accounts
 - ARM@AU's integration within ARM's overall budget
 - Ensuring ARM@AU's eligibility and acquisition of Auburn University O Funds
 - Delivering financial reports to leadership
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Outreach Coordinator

The Outreach Coordinator is responsible for public representation, recruitment, and promotion of ARM@AU's mission and events. The Outreach Coordinator works with their ARM staff counterpart. Tasks include:

- Managing ARM@AU's social media pages, and making posts about events
- Collecting photos and videos from ARM@AU's projects, and facilitating their submittal from volunteers and workers
- Campus outreach, including posters, flyers, tabling, and activity fairs

- Outreach to other organizations, such as service groups, churches, etc
 - Creation of media such as graphics, posters, videos, and posts
 - Coordinating recruitment initiatives
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Additional Responsibilities

The responsibilities of Vice President and Secretary are to be delegated to one of the elected officers, by decision between the officers. These responsibilities will be added to their primary role.

- **Vice President:** Presides over meetings in the absence of the President, and is the President's second in command
- **Secretary:** Keeps meeting minutes, prepares agendas, and organizes records