



Job Title: Habitat Construction Crew Leader I

Position Location: Charlottesville, Virginia

Reports to: Construction Supervisor

Employment Type: Full-time (Tues-Sat), Hourly 40 hours per week with occasional Mondays, evenings and weekends

Organizational Background:

Habitat for Humanity of Greater Charlottesville (Habitat) is a cutting edge non-profit housing organization creating simple, decent, affordable homes in partnership with low-income families, volunteers and the community of Greater Charlottesville. Homes are built with a volunteer labor force including homeowner families, corporate, civic, and church groups. Habitat is an affiliate of Habitat for Humanity International (HFHI), a global ministry working to end housing poverty world-wide.

Scope of Responsibilities:

A Construction Crew Leader I (CL I) is a full-time, yearlong position intended to effectively support Habitat for Humanity of Greater Charlottesville in the construction of quality, affordable housing. While working as a Crew Leader I, you will be trained in general carpentry and construction. During this year you will be trained the fundamentals of:

Framing	Siding	Interior Trim
Windows & trim	Painting	Landscaping
Insulation & air sealing	Drywall	Flooring

Once trained in each area, CL I's will train and work alongside 5-10 volunteers to assist in building 5-10 homes in the greater Charlottesville area.

Prerequisite Requirements:

- Ability to learn quickly and take initiative with limited direction
- Ability to work well with diverse populations including sponsors, partner families, staff, community leaders, board members, and other volunteers
- Ability to effectively supervise and inspire volunteers
- Physical ability to lift 50lbs consistently, handle and operate power tools, labor in all weather conditions
- Consistent positive and patient attitude in a constantly changing environment
- Strong organizational skills including ability to multi-task effectively
- Strong communication skills (both verbal and written)
- General understanding of Word, Excel, and Outlook
- Flexibility to work occasional nights and weekends
- Interest in learning construction techniques and skills

- Professional appearance at all times (to include no altered shirts, political or other potentially offensive comments, etc.) befitting the public face of Habitat on the job site
- Commitment to Habitat for Humanity's mission of service to others
- Positive, "can do" personality
- Driver's license and insurable driving record

Responsibilities:

- Convey professional and positive image of HFHGC through site signage, cleanliness, organization, safety, and personal attitude
- Supervise and work directly with volunteers of all skill levels
- Supervise and work directly with Partner Families
- Provide all necessary training to ensure success and safety of construction volunteers
- Train and supervise volunteer Crew Leaders in safety, construction techniques, volunteer supervision and use and maintenance of Habitat property and equipment
- Track Partner Family sweat equity hours and effectively communicate them weekly to Volunteer Manager and Family Services Manager
- Assist Construction Supervisor in ensuring all necessary materials and tools are onsite to complete scheduled tasks; help perform material takeoffs to ensure efficiency.
- Participate in estimating, tracking, and documenting of construction costs
- Utilize affiliate website and Google Calendar to ensure knowledge of scheduled volunteers for each project and jobsite
- Participate in weekly construction department meetings
- Ensure retention of volunteers through productive use of their skills/interests/time and meaningful recognition of their contributions
- Ensure that all volunteers adhere to established safety and operational procedures
- Ensure that assigned project sites are safe, clean, and orderly at the end of each work day
- Collect and turn in volunteer information sheets and material delivery receipts weekly
- Be knowledgeable about Habitat's mission and convey it effectively to volunteers
- Adhere to standards and procedures outlined in affiliate construction manual
- Participate in Dedication Ceremonies
- Report discrepancies with volunteer or partner family attendance to Volunteer Manager consistently
- Perform other duties as assigned by Construction Supervisor, or Director of Construction