

Job Title: Habitat : Construction Crew Leader

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

Scope of Responsibilities:

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.

In 2013 Habitat completed construction at Sunrise, the first trailer park transformation in the nation without resident displacement. Currently, Habitat owns and operates the Southwood Trailer Park with a similar goal of redeveloping it responsibly and compassionately as a mixed-income, mixed- use, sustainable community for current and future residents. Southwood is the area's largest single concentration of affordable housing and its greatest remaining redevelopment opportunity. When complete, the redeveloped Southwood will be unprecedented in scale nationally.

At HFHGC, a Construction Crew Leader is a full-time, one year internship position intended to effectively support Habitat for Humanity of Greater Charlottesville in the construction of quality, affordable housing. While working as a Crew Leader, you will be trained in general carpentry and construction. You will then lead volunteer groups in various construction tasks such as framing, painting, siding, and drywall.

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 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
- Ability to remain calm and focused in a constantly changing environment
- Flexibility to work occasional nights and weekends
- General construction knowledge or a strong 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