

# JOB DESCRIPTION

**Repair Program Coordinator**

Blue Spruce Habitat for Humanity, Evergreen CO

**Reports to:** Director of Homeowner and Volunteer Services

**Description:** This position coordinates the repair program in all aspects of repair construction activity, development, implementation and feedback of policies and procedures for said project and volunteer management with assistance from the Construction Onsite Manager and the Director of Homeowner and Volunteer Services.

**Employee Status:** Full time, 40 hours per week, Non-exempt, $20-25 per hour depending on experience. Health, dental, and vision for employee and family. Life insurance for employee. Paid vacation and sick leave. 403(b) account available after 1,000 hours. Monthly cell phone reimbursement.

## Responsibilities:

1. **Repair Program Construction**
   1. **Home Preservation Program:** Continue to refine process of Home Preservation Program. Market, review and respond to applications for repairs in a timely matter.
   2. **Chore Program:** Chore service are those services designed to increase the safety of older adults living at home such as assistance with heavy housework, railing repairs, yard work or sidewalk maintenance. Chore service activities are one-time, seasonal or occasional in nature, and shall be planned with input from the older adult based on an evaluation of the older adult's strengths and needs, and the degree of physical and/or cognitive impairment of the older adult.

* Suggests potential advantageous building practices and material cost savings opportunities to construction manager as identified.
* Assists in the supervision of all site preparation and layout.
* Assists in the supervision of job sites on each designated workday and works to ensure construction is accomplished in accordance with approved permits and plans.
* Assists in training volunteers and partner families about construction tasks and appropriate safety measures.
* Prepares scope and budget for all repair projects.

## Volunteers and Partner Families

* Assists in the training of volunteer and AmeriCorps construction crew leader to enhance the volunteer experience.
* Treats Partner Families and volunteers with respect and dignity. Strives to make their construction involvement meaningful.
* Understands elements that contribute to successful volunteers and helps ensure that volunteers have a consistently positive, encouraging environment thus motivating them to return.
* Ensures that communications to volunteers and partner families are respectful, accurate and timely.
* Assists in identifying volunteer jobs/needs not currently filled and satisfies needs with appropriate volunteers.
* Assists in the training of AmeriCorps members and all volunteers utilizing knowledge from crew leaders and other construction staff.

## Administrative Responsibilities

* Receive and review applications for all repair programs.
* Communicate with applicants and community about opportunities
* Complete all paperwork required by funding authorities
* Continuous improvement on all paperwork, outreach, project tracking and any other administrative functions
* Accounting (monthly) reconciliation for all programs including grant monies.

## Other Duties as Assigned by the Director of Homeowner and Volunteer Services.

1. **Required Skills / Experience / Physical Requirements**

* Knowledge and experience in the construction/contracting business, especially as a carpenter or framer.
* Team building a real plus.
* Must be a good listener and be able to engage in well-considered discussions.
* Must be willing to understand the big picture of the BSHfH ministry and know that construction is only a part of the larger goal.
* Must possess basic computer skills.
* Ability to lift 50 pounds. Work will require climbing ladders, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.
* Must pass Criminal Background Check and Sexual Offender Check.
* Willingness to complete HFHI Competent Person's Training and CO state Adult Abuse & Neglect Training.

If interested in applying, please send resume and cover letter to jobs@bluesprucehabitat.org.