

# Repair Program Coordinator

## Blue Spruce Habitat for Humanity

Evergreen, Colorado

**Reports To:** Executive Director

**Status:** Full-Time, Non-Exempt

**Submit:** Resume and cover letter to [jobs@bluesprucehabitat.org](mailto:jobs@bluesprucehabitat.org)

## Position Summary

The Repair Program Coordinator is responsible for the day-to-day management and implementation of Blue Spruce Habitat for Humanity's Home Preservation and Repair Programs. This position serves as the primary staff person for all repair activities, from homeowner intake and project development through project completion and grant reporting.

The Repair Program Coordinator performs a significant portion of the repair work, coordinates volunteers and contractors as needed, develops project scopes and budgets, ensures compliance with grant requirements, and maintains accurate program records. The position plays a critical role in helping low-income homeowners remain safely and independently in their homes.

## Essential Responsibilities

### 1. Program Management

- Manage all aspects of the Home Preservation and Repair Programs.
- Market repair services and respond to homeowner inquiries.
- Receive, review, and process repair applications.
- Conduct homeowner assessments and determine project eligibility.
- Develop project scopes of work and cost estimates.
- Prioritize projects based on safety, accessibility, and funding requirements.
- Maintain project schedules and ensure timely completion of repairs.
- Continuously improve program procedures, documentation, and service delivery.

### 2. Repair and Construction Activities

- Perform residential repair work including carpentry, accessibility modifications, minor exterior repairs, safety improvements, and other approved repair activities.
- Assess repair needs and recommend appropriate solutions.
- Purchase and manage materials and supplies.
- Coordinate and oversee subcontractors when specialized work is required.

- Ensure all work is completed in accordance with applicable codes, permits, and Habitat standards.
- Monitor project budgets and identify cost-saving opportunities.
- Maintain tools, equipment, and job site safety standards.

### **3. Volunteer Coordination**

- Coordinate volunteers participating in repair projects.
- Train volunteers on repair tasks, tool use, and safety procedures.
- Provide supervision and support to volunteers during workdays.
- Foster a positive and meaningful volunteer experience.
- Identify volunteer opportunities and project needs.
- Ensure volunteers are treated with respect and appreciation.

### **4. Homeowner Relations**

- Serve as the primary point of contact for repair program participants.
- Conduct homeowner meetings and project walkthroughs.
- Communicate project timelines, expectations, and progress.
- Treat all homeowners with dignity, respect, and compassion.
- Address homeowner concerns in a timely and professional manner.

### **5. Grant Compliance and Reporting**

- Maintain complete and accurate program records.
- Collect required documentation for all funding sources.
- Track project outcomes, expenditures, and beneficiary information.
- Prepare and submit reports required by grantors and funding agencies.
- Ensure compliance with grant requirements and program guidelines.
- Assist with program evaluation and impact measurement.
- Support grant applications by providing program data and success stories.

### **6. Administrative Responsibilities**

- Maintain project files and databases.
- Track budgets, expenditures, and grant funds.
- Complete monthly reconciliations and program reporting.
- Prepare reports for management, funders, and board committees as requested.
- Coordinate scheduling, purchasing, and contractor documentation.
- Maintain records related to volunteers, projects, and homeowners.

### **7. Other Duties**

- Perform other duties as assigned.

# Qualifications

## Required

- Experience in residential construction, remodeling, maintenance, or repair work.
- Working knowledge of carpentry and general home repair practices.
- Ability to independently assess and complete repair projects.
- Strong organizational and project management skills.
- Ability to work effectively with homeowners, volunteers, contractors, and community partners.
- Basic computer proficiency, including Microsoft Office and database systems.
- Valid driver's license and reliable transportation.

## Preferred

- Experience working with volunteers.
- Experience managing grant-funded programs.
- Knowledge of affordable housing or nonprofit programs.
- Experience preparing budgets and project estimates.

## Physical Requirements

- Frequently lift and carry up to 50 pounds.
- Work on ladders and scaffolding.
- Stand, walk, bend, kneel, crawl, and reach for extended periods.
- Work indoors and outdoors in varying weather conditions.
- Operate hand and power tools safely and effectively.

## Required Certifications and Screening

- Successful completion of Criminal Background Check.
- Successful completion of Sexual Offender Registry Check.
- Willingness to complete Habitat for Humanity International Competent Person Training.
- Willingness to complete any required state or federal training related to program funding.

Equal Opportunity Employer: Blue Spruce Habitat for Humanity is an equal opportunity employer committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, sexual orientation, or gender identity.