



Habitat for Humanity of Sangamon County
VOLUNTEER POSITION DESCRIPTION
~ BUILD COORDINATOR ~

General Responsibilities, in cooperation with Habitat Construction Manager:

- Oversee house construction from Blitz Build to Dedication
- Provide leadership to construction team (co-building coordinator, Helpers) to oversee all areas of building project
- Develop appropriate timeline for particular building stages
- Assist Construction Manager in the procurement of materials and services
- Advance communication of needed volunteers per project, per build day
- Attend all Steering Committee meetings
- **On-site for all build days**, or assuring there is coverage by co-coordinator
- Providing training and mentoring for construction volunteers throughout the building process

Detailed Responsibilities:

- Build day management
 - Work with Construction Manager and/or Supply Coordinator to ensure availability and functionality of tools and materials
 - Ensure that all safety and compliance guidelines are followed according to federal, city, (OSHA) and Habitat standards
 - Assure that a trained, Competent Safety Person is on site
 - Coordinate with Construction Manager on at least a weekly basis regarding build site progress and volunteer needs
 - Maintain build schedule to best of ability & develop daily project task
 - Arrive 1 hour prior to volunteer shifts to assess and prepare worksite and post projects for each build day
 - Supervise the construction site on a daily basis re: cleanup, tool & material storage and site security

Time Commitment:

- Construction up to 20-30 Hours per week
- Be onsite during build days

Skills required:

- Strong management skills
- Ability to positively motivate volunteers toward a goal
- Ability to work in a team environment
- Willingness to mentor and instruct volunteers
- Highly organized
- General construction knowledge
- Previous volunteer experience with Habitat for Humanity or other volunteer-based construction projects