



**Habitat for Humanity of Sangamon County**  
**VOLUNTEER POSITION DESCRIPTION**  
**~ SUPPLY COORDINATOR ~**

**General Responsibilities, in cooperation with Habitat Construction Manager:**

- Oversee all tools and building materials needed
- Ensure proper storage of tools and materials on site
- Attend all Steering Committee meetings

**Detailed Responsibilities:**

- Coordinating with Construction Manager, ensure proper tools, equipment, and materials are on site at least 1 day prior to volunteer days
- Maintain inventory of tools and storage locations on site
- Communicate at least weekly with Build Coordinator(s) regarding needed tools and materials for upcoming projects
- Keep track of broken tools and submit them to Construction Manager for timely repair and maintenance

**Time Commitment:**

- 1-2 hours per week
- Steering Committee Meetings (one hour/once per month during build)
- Build days

**Skills required:**

- Ability to work in a team environment
- Highly organized
- General Construction knowledge