

Genesee County Habitat for Humanity



AmeriCorps Member:

Job Description: *Construction Liaison*

GENERAL SUMMARY:

Belief in team approach to the affiliate and able to commit to the mission of Habitat. Serves as a liaison between the construction site and the affiliate office ensuring a quality experience for volunteers and partner families. Assist in signing in volunteers when they come to the work site, provide assistance for Construction Supervisor throughout the work day, and assist with clean up at the end of the day. Aids in planning construction support and maintaining construction records.

PRINCIPLE RESPONSIBILITIES:

1. Monitor job sites and assist the Construction Supervisor throughout the workday.
2. Ensures all volunteers and Homeownership Program Partner(s) (H.P.) sign in at the work site and have required paperwork completed. Provide explanation for liability waiver and ensure everyone signs one. Responsible for some data entry.
3. Encourages volunteers, in other ways inspires, and maintains morale among work crews.
4. Understands elements that contribute to successful volunteers and helps ensure that volunteers have a consistently good experience thus motivating them to return.
5. Assist Site supervisor and Volunteer Coordinator by gathering tools and materials needed to complete the day's job tasks with the assistance of recruited volunteers.
6. Ensure volunteer safety on the construction site.
7. Ensure volunteers have a meaningful volunteer experience to encourage repeat volunteers.
8. Demonstrate proper use of tools and work methods to volunteers.
9. Any other duties as assigned by Construction Supervisor or Volunteer coordinator.

SKILLS REQUIRED:

1. Understand difference between "doing for" and "doing with".
2. Know the many different reasons people volunteer and the reasons HFH chooses to build houses with volunteers.
3. Patient teacher with strong delegation skills, accountable, honest and able to maintain confidentiality.
4. Able to deal well with stressful situations and a variety of people with patience and dignity.
5. Organized and efficient, with attention to detail and follow through.
6. Must be able to lift up to 50 lbs. 10 to 15 times per day/shift.
7. **Basic construction skills for residential new build and residential rehab**
8. **Must have valid driver's insurance and driver's license**

HOW TO APPLY:

Apply for position by submitting resume via email to:

Greg Hull

Genesee County Habitat for Humanity

Volunteer Coordinator

(810) 766-9089 ext.210

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