



Site Coordinator

Title of Position: Site Coordinator

Reports to: Construction Site Supervisor and Construction Director

Hours and Expectations:

Saturdays and intermittent weekdays as needed

Commitment to full length of project required

Duties & Responsibilities:

Volunteer Engagement

- Greet and sign in/out volunteers
- Conduct volunteer orientation
- Instruct volunteers how to accomplish tasks they are assigned
- Ensure work is being done in a safe manner
- Interact with volunteers ensuring they have a positive experience

Site Supervisor Support

- Assist with site setup and cleanup of materials and tools
- Inspect work to determine acceptable quality throughout the day
- Assist Supervisor with the safety talks as required
- Assist in identifying scope of work and teams needed to accomplish the day's tasks
- Assist in determining the scope of work, materials and tools needed for the following work day

Site Maintenance

- Keep track of and organize tools onsite and in storage container
- Maintain tool trailer and materials on site
- Maintain a safe working environment by evaluating and implementing safe practices

Qualifications:

- An understanding of and a commitment to the Habitat for Humanity mission
- Education: High school diploma or equivalent may be required. A two year Associate Degree or Technical/Vocational Degree is preferred
- Experience in residential construction, especially craftsmanship, painting, and carpentry skills
- Good organizational skills and eye for detail needed
- Good communication and leadership skills
- Team building experience a plus
- Valid driver's license required
- Able to lift 50 pounds
- Able to climb ladders
- Skill and ability to communicate via e-mail

Pay range:

\$10-\$12/hour to be determined based on experience

To apply, send resume to bkurtzman@alachuahabitat.org

all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, or national origin