



## Construction Assistant & Volunteer Mentor

**Title:** Construction Assistant/Volunteer Mentor

**Employment Status:** Part-Time

**Supervisor:** Construction Manager

**FLSA Status:** Non-Exempt

**Job Summary:** Assist in planning, directing, and overseeing all aspects of the affiliate's construction program – new, rehab, and repair solutions – in a professional manner that utilizes volunteer labor/donated materials, provides a positive experience, maximizes community involvement and produces quality homes with partner families in a safe, timely and affordable manner. Provide site selection and property assessment leadership to position the affiliate to meet or exceed strategic goals. Assisted in leading all aspects of the home construction program, from plans and permits to punch out list and Certificate of Occupancy.

### **Duties & Responsibilities:**

#### Construction Management

- Assist in executing the annual construction schedule, as set by an affiliate, and track the progress of each project.
- Assist in providing an overall construction plan and provide updates weekly. Communicate this plan to the affiliate staff team and construction volunteer leadership.
- Oversee and direct volunteers' work on-site. Identify and empower volunteer construction supervisors.
- Ensure that partner families are meaningfully and productively involved with the construction process.
- Manage construction safety program, including but not limited to OSHA, supervisor and volunteer training, tools, and job site environment.
- Assist in supervising all construction activities – new, rehab & repair solutions – to meet/exceed annual strategic goals.
- Ensure that all homeowners, volunteers, donors, vendors, compliance officials, visitors, neighbors, and staff are treated with dignity and respect.

#### Management of Information

- Attend staff, site selection, and construction meetings when appropriate and as needed.
- Develop and implement plans, processes, and technologies to improve the efficiency and quality of the volunteer building process.

#### Site Acquisition and Development

- Work with the construction supervisor and executive director to assess rehab/repair properties, determine project viability, and develop scopes of work.

#### Other

- Performs other tasks as assigned by the Construction Manager.
- Attend special events and training as appropriate.

### **Knowledge/Skills Required**

- Knowledgeable of and committed to the mission of Sumter Habitat for Humanity.
- Must work effectively with a diverse population in age, faith, income, physical/mental health, lifestyles, cultural/ethnic, and socio-economic backgrounds.

- Diplomacy, persuasiveness, and conflict management/resolution skills are needed for difficult interactions.
- Persuasive written, verbal, and interpersonal communication skills – including comfortable speaking in large group settings.
- Strong interest in working actively with volunteers to engage individuals and groups in meaningful service.
- Belief in a team approach and proactive in sharing information with others.
- High level of organization, self-starter initiative, attention to detail and follow-through, able to manage multiple priorities effectively.
- Able to manage confidential information with discretion and tact required.

**Physical Requirements, Work Environment & Time Commitment**

- Valid driver’s license, reliable transportation, and willingness to travel to affiliate worksites, meetings, and activities.
- Ability to operate a phone and computer proficiently in Windows and MS Office environments; comfortable with e-mail and online project/volunteer management platforms.
- The employee must occasionally lift and/or move up to fifty pounds. While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee must frequently use hands, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear.
- Part-time to possible full-time position; usual workdays are Wednesday & Saturday but may vary depending on deadlines; work outside normal business hours, especially evening meetings and weekends, is required. Flexibility required.

**Education & Experience:**

Four to six years related home construction experience and/or training or equivalent combination of education and experience.

**Salary & Benefits:**

- Hourly Pay: DOE Part-Time
- 20-hour work week Wednesday & Saturday--may become full-time
- 90-day introductory period

**To Apply:** Email a cover letter and resume, along with the names and contact information of at least 3 professional references, salary history, and salary expectations to:

Theresa White, Executive Director at [info@habitatsumter.org](mailto:info@habitatsumter.org).

Put APPLICATION FOR DEVELOPMENT DIRECTOR in the subject line, please.

Please, no faxes or phone calls. All candidates must undergo a credit, criminal background, and sex offender check. Applications will be accepted and reviewed on a rolling timeline until the position is filled.

Sumter Habitat for Humanity, Sumter, SC, is an Equal Opportunity Employer.

Sumter Habitat for Humanity does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities and operations. These activities include but are not limited to hiring and firing staff, selecting volunteers and vendors, and providing services. We are committed to providing an inclusive and welcoming environment for all staff members, clients, volunteers, subcontractors, vendors, and clients.