



HOME REPAIR COORDINATOR JOB DESCRIPTION

Position Summary

The Home Repair Coordinator (HRC) is in charge of the construction team which consists of two Supply Coordinators (SCs and the HRC), overseeing the selection and completion of home repair projects, and managing the costs associated with supply use throughout the summer.

Sample Responsibilities

- Develop and maintain a good relationship with the tribal elders and host families.
- Evaluate, select and schedule home repair projects.
- Track money spent on each house/quantity of materials consumed using the tools and procedures provide.
- Conduct regular and frequent meetings with the supply coordinators.
- Determine procedures for distribution of tools/supplies to campers/counselors.
- Determine how the construction team will handle construction questions.
- Assist/Coach the construction team members on how to give advice to the campers/counselors.
- Work with SCs to divide counselors and campers into work teams for each week.
- Conduct weekly safety orientation with SCs for campers and counselors.
- Complete an end of summer report containing the following: description of the reservation and the conditions you found there, the homes you worked on, the type of work that you did on each, and the amount of money spent and days spent working on each.
- Participate in building of Christian communities among staff and campers.
- Assist with evening activities.

Required Skills & Knowledge

Excellent communication skills. Excellent planning & organizational skills. Working knowledge of basic home repair - including painting, roofing, drywall, building porches and wheelchair ramps and basic other carpentry. Ability to effectively coordinate a team. Ability to work with minimal supervision.

TIPS FOR SUCCESS AS A HOME REPAIR COORDINATOR

While the construction aspect of your job is no walk in the park, it is one of the more predictable aspects of your job. The real challenges come when trying to sort out camper and counselor issues, logistical issues, and tribal politics. It is extremely important for you to remember that you have more contact with tribal members than any one else on your staff. In most cases, you are the first person to meet many of our hosts. Developing and maintaining a good relationship with the tribal elders and host families is imperative.

Typical Challenges

Here are some of the real challenges that you could face during the summer. (All of these have happened at least once!)

- How to keep a team busy after they have just been asked to leave a site because the homeowner has changed his mind about the work he wants done.
- You walk up to a site that you haven't visited for a day because the counselor said he knew exactly what he was doing and find that they have put the shingles on upside down and backwards (don't laugh, it's happened).
- You are singing during nightly program enjoying the lightning storm and get a call from a frail elderly homeowner informing you that her roof, which you just proudly finished, is leaking.
- Your paperwork somehow got lost by the local (2 hours away) hardware store and the materials delivery that they promised won't be there for another 2 days. It is 6 pm and 5 of your 7 groups need those materials to proceed on their sites tomorrow.

Managing Your Construction Program

So, as you see, your ability to build a deck in an afternoon or hammer a 16d nail in two smacks of the hammer does not help you with many of these situations. The number one important thing to remember is to be on top of your construction program throughout the summer. You are in charge of managing your construction team and must make yourselves into a well oiled machine. This will help every other aspect of camp run smoothly and make staff-counselor meetings much more pleasant with fewer construction complaints.

Remember these questions when considering whether or not to take a job:

1. Can it keep a group of at least five campers and counselors busy?
2. Does it fall within the SSP priorities of safety and needed home repair?

Important ways to stay on top of your construction program:

- Don't assume anything. People frequently overstate their construction and youth experience. This doesn't make them bad people, just human. On the other hand, you will stumble across counselors who lack self confidence to try anything new. Make sure to pair these counselors up with more experienced people.
- Since you are only on site once, maybe twice, a day for each group, prepare handouts and visual aids for each group, and assume that they will lose these by noon on Monday. Also, assume that they may not read your handouts, just like many of you may not be reading this handout. I have found that the person who brings them to site Monday morning should sit down with the group after meeting the homeowner and read any handouts you have prepared as a team.
- Try to standardize your job as best you can. The more you can do this, the less time you will waste on the mundane parts of your job and the more time you can spend on important things, like taking the time to eat lunch and getting to know your campers. An example: if you are doing lots of roofs, build a roof during its different stages of development on a half sheet of plywood so that you can show groups what their product should look like.
- Always have a backup plan. Then have a backup plan for your backup plan, then have...you get the picture. Expect the unexpected.
- Have enough extra materials for another two jobs. You can fudge this rule 5th and 6th week when you are trying not to over buy, but in general, have extra materials on hand. If it looks like you might be laying a few pads during the summer, get a palette of concrete on your first delivery.
- Your time is infinitely valuable. Plan ahead so that you can get your materials delivered. Most sites are at least an hour from any decent hardware store. It is well worth the \$50-200 that it costs for delivery if you plan ahead to get one delivery every week or two. This saves dangerous and unnecessary driving and saves wear and tear on our trucks.
- Slow down. Take five minutes to sit down and close your eyes and visualize yourself working on a project and all of the different tools and materials that you would need. I often find that this helps me remember the little things like bolts and concrete forms that are otherwise forgotten in the chaos.
- Try to get as much done during prep week as possible and develop a rough outline of your summer. In some cases your tribal contact may only have eight intake forms when you first arrive. This makes it hard to review many houses before campers arrive. Rest assured however that after people see you working on houses, they will come out of the woodwork asking for work request forms. In most cases, to order supplies, you will have to know by Tuesday which houses you want to work on the following week.

Your job is one of the most scrutinized. You may grow to dread site reports because of the sarcastic criticism that campers and counselors get. Have faith in yourself. You are doing a great job!