



HOME REPAIR COORDINATOR JOB DESCRIPTION

Updated 12/15/2014

Position Summary

The Home Repair Coordinator (HRC) is the leader of the construction team who works with the two Supply Coordinators (SCs). The Home Repair Coordinator is responsible for the selection and completion of repair projects and managing the site's tool and construction material budgets. HRCs are also responsible for teaching and coaching SCs in planning projects and providing construction guidance to work teams.

Responsibilities

- Assist as needed with construction **training** in June
- Develop relationships with **community members** throughout the summer
 - Maintain a good relationship with local **liaison(s)** coordinating repair projects with SSP
 - Maintain good relationships with the **families** and **organizations** SSP serves with
- **Evaluate**, select and schedule repair projects
- Oversee tool and material spending to stay on **budget**
 - Review the ordering/**purchasing** of all construction supplies
 - Carefully record each **receipt** into SiteManager (SM, online budget tracking program)
 - Ensure that SCs are making **accurate SM entries** for daily material deliveries and returns and weekly volunteer days for each work site
 - Conduct a weekly **inventory** of materials on-hand and reconcile in SM
- Work with SCs to divide counselors and youth into **work teams** for each week
- Conduct weekly **hands-on safety training** with SCs for volunteers
- Develop **procedures** for how construction team distributes tools and materials to work sites
 - Responsible for maintaining an organized **tool trailer** and **lumber yard** and secure storage of tools
- Provide **instruction** to SCs and work teams about the construction work occurring that day
 - Visit all work teams at least **once** a day
- **Communicate** with Site Director and Central Staff about construction team status
 - Conduct **daily** construction team meetings
- Follow the construction manual's **standard plans** and guidelines for all projects
- Participate in building of **Christian communities** among staff and volunteers
 - **Minister** to volunteers by operating an open, friendly and hospitable atmosphere
 - Assist **Spiritual Life Coordinator** with program activities
- **Clean, pack and organize** tool trailer as instructed at the end of the summer
- Provide **feedback** at the end of the summer on processes
- Complete an end of summer **report** as a construction team

Skill & Knowledge Requirements

Working knowledge of basic home repair including painting, roofing, drywall and carpentry projects. Must have a driver license. Excellent communication, organizational and planning skills. Ability to effectively coordinate a team and work with minimal supervision. Ability to lead large and small groups. Ability to model Christian values.

Training

All Home Repair Coordinators will be required to complete Online Training during the month of May. HRCs must read their entire job manual before the summer. During the ten day in-person training in June there will be over twenty hours of job specific hands-on and classroom training.

Tips for Being a Successful Home Repair Coordinator

1. It is your job to create a construction team that works together like a well-oiled machine by the end of the summer.
 - a. Maintain constant communication with your SCs and Site Director through daily construction team meetings.
2. You are a teacher in many aspects of your job – maintain patience and respect for your SCs and work teams who may be struggling to understand a concept that makes sense to you.
3. Evaluate as many projects as you can during preparation week and develop a rough outline of your entire summer's work plan. You have more flexible time during this week than you will the rest of the summer.
 - a. Have a backup plan with extra projects planned, materials purchased, ready to go.
4. Home Repair Coordinators have more community contact than any other staff member. Developing and maintaining good relationships with community liaisons, families and organizations is imperative.
5. Your personal construction ability will not help you with many of the challenges you will face as a HRC. The construction work is often more predictable than the complicated interpersonal challenges you may face:
 - a. How do you tell a team that they did something incorrectly and the work has to be redone?
 - b. How do you appease an unhappy homeowner?
 - c. How do you react to a phone call about a leaking roof you just finished?
 - d. How do you handle the store losing your material order that most of your work teams need tomorrow?
6. Since HRCs may visit a site only once a day, you must prepare instructions and drawings for a work team to keep busy before you arrive. Explain these to SCs so they are on the same page.
 - a. Come up with a list of minor tasks that can be done at the same time as the main task (i.e. cut and stain balusters while the post holes are being dug) that the team can do during down time while they are waiting.