



CONSTRUCTION COORDINATOR JOB DESCRIPTION

Updated 11/30/2016

Position Summary

There are generally three Construction Coordinators (CCs) at each site. CCs work together **as a team**, responsible for the selection and completion of repair projects, taking care of work teams, and managing the site's tool and construction material budgets.

Responsibilities

- Develop relationships with **community members** throughout the summer
 - Maintain a good relationship with local **liaisons** coordinating repair projects with SSP
 - Maintain good relationships with the **families** and **organizations** SSP serves with
- **Evaluate**, select and schedule repair projects
- Monitor tool and material spending to stay on **budget**
 - Order/**purchase** all construction supplies
 - Carefully record each **receipt** into SiteManager (SM, online budget tracking program)
 - Track material **deliveries** and **returns** for each work site and enter into SM daily
 - Track **volunteer days** for each work site and enter into SM at the end of each week
 - Conduct a weekly **inventory** of materials on-hand and reconcile in SM
- Divide counselors and youth into **work teams** for each week
- Conduct weekly **hands-on safety training** for volunteers
- Develop **procedures** for how construction team distributes tools and materials to work sites
 - Secure storage of tools and maintain an organized **tool trailer** and **lumber yard**
 - Ensure each work team has the **tools** and **materials** they need daily
- Visit work teams to which you are assigned at least **twice** a day
 - Help work teams maintain a **positive attitude** and appropriate work environment
- **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
- Complete a beginning and end-of-summer **tool trailer inventory**
- **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

While it is advantageous to have a working knowledge of basic home repair (i.e. painting, roofing, drywall, and carpentry projects), we do not require prior knowledge of the technical skills for this position. You must however, have a driver's license, display excellent communication, organizational, and planning skills. You will be expected to work in a team setting, lead large and small groups, and model Christian values.

Training

All Construction Coordinators are required to complete Online Training during May. CCs must also read their entire job manual before arriving at training in June. During this ten day in-person training, there will be over twenty hours of job specific, hands-on, and classroom training sessions.

Tips for Being a Successful Construction Coordinator

1. Work as a team with your fellow Construction Coordinators. It is not efficient to work independently without communicating with your team. This communication is fostered by holding daily construction team meetings.
2. Evaluate as many projects as you can during Prep Week and develop a rough outline of your summer's work plan. You have more flexible time during this week than you will the rest of the summer. Create a backup plan with extra projects planned and materials purchased, ready to go.
3. CCs have more contact with the community than any other staff member. Developing and maintaining good relationships with community liaisons, families, and organizations is imperative to continue SSP's good reputation in these communities.
 - CCs also spend more time at work sites than any other staff member. Because of this, they are hugely important in keeping each work team on track, confident in their directions, and excited about the work.
4. Pride yourself on having work teams that are always well supplied with tools and materials before they need them. **Anticipate the next steps** – if they finish their assigned tasks quickly, what will they need for the next step?
5. SSP keeps record of how many repair projects are completed each summer, the types of projects, and how much money was spent so that we can share this information with donors, participants, homeowners, and community contacts. For this data to be as accurate as possible, CCs must keep careful track of the materials and volunteers used on each project.
6. **Make lists! Write things down!** Don't go anywhere without a clipboard, pad of paper, and a pen. Keep track of your commitments.
7. Store deliveries are worth the fee! They save you time and energy from driving to the store and back, loading the vehicle, and the cost of gas.