



## **Site Construction Coordinator Intern - Unpaid**

**Position:** This position is a Part-Time, unpaid internship position, unless otherwise negotiated. This is responsible for assisting in the coordination and solicitation of labor, subcontractors and materials necessary in the construction of all housing units.

### **Duties & Responsibilities:**

- Acts in partnership with the Building Committee and reports to the Site Construction Manager.
- Carries out all Building Committee policies. Attends all Building Committee meetings.
- Assists in the supervision and training of volunteers on the job site. This includes holding an initial meeting with the volunteers at the beginning of the workday to discuss the plan for the day, assigning appropriate number of volunteers for the day's tasks. This includes ensuring that duties are not being performed by individuals of an inappropriate age group and may include hands-on training of unskilled volunteers.
- Coordinates and communicates with the Volunteer Coordinator to secure necessary volunteers for workdays. This position must communicate needs for skilled volunteers in a timely fashion allowing sufficient time for Volunteer Coordinator to schedule such skilled volunteers.
- Monitors the job for having the right amount of material and subcontractors on the job at all times.
- Coordinates the delivery of all material, checking against purchase orders.
- Coordinates with the Site Construction Manager and the SS&B Committee to secure all permits and inspections.
- Follows plans for each house and works with the family on an as needed basis.
- Establishes and abides by timetable for construction.
- Inspects each phase of work to determine acceptable quality and that each trade is finished on schedule.
- Accountable for the safety and security of the job site.
- Accountable for the job until 100% complete and sold to homeowner.
- Performs other appropriate activities and duties as assigned.

### **Qualifications:**

- Must be currently enrolled in continuing education; preferably in construction or a related field
- Proficiency organizational skills
- Experience with managing people and leading groups
- Excellent written and verbal communication skills
- Comfort with fast-paced environment