Volunteer Project Lead

Position Description
The Project Lead is responsible for project oversight and all volunteer related aspects of Rebuilding Day projects for the duration of the project.

Responsibilities
- Collaboration and regular communication with RTSF staff
- Participation in Project Lead Training
- Identification of repairs via house visits
- Communication with homeowners as to the scope of work to be done
- Communication with volunteer captain and/or all project volunteers (skilled & general)
- Assignment and oversight of volunteers on project date
- Procurement and solicitation of materials for project date(s)
- Ability to adhere to supply budget
- Submission of receipts for reimbursement of materials from RTSF
- Completion of projects and necessary documentation

Qualifications
- Prefer experience in the construction trades
- Organizational skills
- Relationship-building skills
- Strong communication skills
- Ability to set reasonable, timely goals for projects
- Ability to set limits with the homeowner
- Supervision skills

Training & Support
- Project Lead Training
- Project Orientation / Kick-Off
- RTSF staff support, ongoing

Time Commitment
The Project Lead position requires 15 – 30 hours during March – April, prior to the work day, to meet the homeowner and skilled volunteers, review the site and tasks, promote the project with volunteer base, and coordinate prep and project day needs. The Project Lead is responsible for maintaining contact with the RTSF staff and skilled volunteers while preparing for Rebuilding Day. The Project Lead is also responsible for procuring the necessary materials and transporting all supplies to and from the project site.

You must be available on Rebuilding Day for the entire project (7:30 AM – 5:00 PM, at minimum) and for follow-up after the work day, as necessary.

Benefits
- Helping senior citizens, people with disabilities, and fixed-income individuals with critical home repairs
- Building a meaningful relationship with residents in the City of San Francisco
- Shared camaraderie with skilled and general volunteers
- Learning new project management, construction, and home repair related skills

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