



Construction Coordinator (part-time contractor)

Overview

The Construction Coordinator supervises Racine Habitat's family partners during construction projects outside typical working hours. This person works evenings and Saturday mornings a few days a week. They provide clear instructions to volunteers, ensure all necessary materials and equipment are on-site, and keep sites clean and safe. This person has building experience and enjoys teaching and mentoring others in the trades.

Responsibilities

Construction Management

- Own a high quality of workmanship and code adherence
- Oversee and address all issues of job site safety and security
- Plan and arrange tools and materials for all activities
- Ensure work sites are open and ready for work before the arrival of volunteers
- Ensure work sites are clean, organized, and secure
- Logs in family members using Volunteer Hub.
- Clean driving record for some tools/materials that may be required

Personnel Management

- Oversee, teach, and equip all volunteers/homeowners for success - ensure they are adequately trained, resourced, and engaged in a safe and productive construction experience
- Prioritize time on site with volunteers, and use other time efficiently

Schedule: 2-3 weekday evenings (3 hours), and Saturday mornings (4 hours)

Hours: 10-15 hours a week

Reports to: Construction Manager

Compensation: \$15/hour, paid as a contractor

To apply:

Email Tom (twhite@habitatracine.org) your resume and any examples of relevant work.