



## CONSTRUCTION COORDINATOR JOB DESCRIPTION

### Position Summary

There are three construction coordinators at each site. The construction coordinators work as team. This team is responsible for overseeing the selection and completion of home repair projects and managing materials and tool costs.

### Responsibilities

- Develop and maintain a good relationship with the tribal elders and host families.
- Determine procedures for distribution of tools/supplies to campers/counselors.
- Determine how the construction team will handle construction questions.
- Divide counselors and campers into work teams for each week.
- Visit each team (to which you are assigned) several times a day.
- Provide construction guidance to work teams as needed.
- Make sure that all teams have the tools and materials they need at all times.
- Keep work teams on track, pumped up and confident.
- Conduct weekly safety orientation with for campers and counselors.
- Complete and end of summer report containing the following: description of the reservation and the conditions you found there, the homes you worked on, the type of work that you did, and the amount of money you spent.
- Assist with evening activities.
- Participate in building of Christian communities among staff and campers.
- Complete an end of summer report containing the following: description of the reservation and the conditions you found there, the homes you worked on, the type of work that you did on each, and the amount of money spent and days spent working on each.

In addition to the responsibilities listed above, each construction coordinator will take on one of the following special roles. It is up to the construction team to decide who is best suited for each role.

1. **Construction person.** This is the person who goes around and checks out new houses to be repaired. He or she will determine whether we should agree to take on the work and what the work will consist of.
2. **Supply person.** This is the person who creates the supply orders and shopping lists and coordinating the distribution of supplies to the work sites.
3. **Budget person.** Keeping track of how much money is spent on each house and how much materials are consumed is the responsibility of this person. It is his or her job to keep careful records of this throughout the summer.

**Skill & Knowledge Requirements**

Excellent communication skills. Excellent planning and organizational skills. Working knowledge of basic home repair - including painting, roofing, drywalling and basic carpentry. Ability to work in a team environment. Ability to drive a pick-up truck.

## TIPS FOR SUCCESS AS A CONSTRUCTION COORDINATOR

The construction coordinator position is one of the most fun and rewarding that Sierra Service Project has to offer. As a construction coordinator, you will have a tremendous amount of interaction with campers and counselors. For the work teams that you are assigned to, you will be the staff member they see the most of, get to know the best and remember the most. The same is true for your homeowners. Here are some ideas to help you do the best possible job as a construction coordinator:

1. **Balance teamwork and independence.** To be successful, you will need to make many decisions on your own. Work teams will ask you questions each day, and you will have to give them answers. At the same time, you will need to work closely with your fellow construction coordinators and communicate accurately and consistently with them. This job is a delicate balance between working on your own and sharing responsibilities with your teammates.
2. **Be organized.** You can't do your job unless you think through and plan your day, make lists of the things you need to purchase, the tools you need at each site, etc. Never leave home without a clipboard and a pencil. When you think of something you need to get or do, write it down. This can't be emphasized too much: write it down, write it down, write it down!
3. **Work with and through counselors.** Look at counselors as your friends and allies, not as people to be feared. Remember, most counselors are anxious and nervous coming to SSP. Even though they are usually much older than you, they look to you for guidance and reassurance. At the same time, many counselors have lots of good, practical construction experience. Don't be afraid to ask for their advice and make use of their suggestions. This will make them feel valued and useful, and they will respect you for it.
4. **Make the most of your interaction with campers.** One of the joys of your job is the ability to interact with campers at the worksite. You should revel in this! Your arrival at a worksite may well be the highlight of the morning or afternoon. Make sure that you are upbeat, cheerful, and energetic. Your energy will infect the work teams.