



Repairs Program Coordinator Position Description

Reports to: Construction Manager
Supervises: AmeriCorps, Volunteers & Subcontractors
Classification: Full Time

Position Summary:

The Repairs Program Coordinator is responsible for all owner occupied repair projects performed by Sussex County Habitat for Humanity (SCHFH). This person administers the application process, grant requirements, budgeting, volunteers, construction scheduling, job site overview and safety for the Repairs Program.

Primary Responsibilities:

Program Recruitment:

1. Represent SCHFH owner occupied Home Repairs Program in the community (i.e. with homeowners, retailers, construction companies, subcontractors, community organization and the public).
2. Recruit volunteers from throughout the community to serve in the Repairs Program.
3. Promote Repairs Program to potential applicants.
4. Administer Repair Program application process, including intake, site visit, approval/denial process, and all communication with applicants.
5. Prepare scope of work and budget for each project.
6. Work with other service providers to coordinate services and make strong referrals to help the clients.

Repairs Implementation:

1. Serve as primary contact to Habitat for Repair Program qualified homeowners. This includes assisting with the application process, explaining contracts, monitoring sweat equity and all program requirements.
2. Promote, plan and lead all home repair activities.
3. Schedule work for each owner occupied repairs project based on scope of work, permitting, budget, volunteers and subcontractors.
4. Schedule and ensure quality work of all subcontractors.
5. Project material need for every work day and ensure that materials are on site ready to be used before volunteers and workers arrive.
6. Responsible for all safety related items with regard to all volunteers, staff and volunteers that work on the repair site.

7. Provide leadership for work crews, contractors, volunteers and partner families during project.
8. Maintain and track usage of all tools and equipment dedicated to Repairs Program.

Reporting:

1. Ensure and take responsibility for timely, financially sound and accurate completion of all home repair projects. Ensure that the project meets the original scope of work and that the partner families sign-off that the work has been completed satisfactorily.
2. Track status of all Repairs projects and applications.
3. Serve as point of contact with project funders to ensure the reporting, change orders and inspections are all done according to grant agreements.
4. Document the scope of work in full detailed writing along with pictures.
Prepare homeowner binder complete with all SCHFH and third party documentation.

Knowledge, Skills and Abilities:

- Ability to communicate and promote the mission of Sussex County Habitat for Humanity.
- 2 years of construction experience in owner occupied home repairs with general knowledge of plumbing, electrical and mechanical trades.
- Program management and leadership experience is critical.
- Nonprofit housing construction experience is a plus.
- Ability to teach construction methods with patience.
- Desire to develop future Habitat leaders.
- Ability to manage very large groups of volunteers of all ages.
- Must have dependable transportation and a good driving record.
- Ability to multitask is a must.
- Successful candidate will possess a temperament which will be suitable for the environment of a volunteer-run, nonprofit organization and the ability to create a work environment that is cheerful, productive and inclusive.
- Needs to be able to operate a computer for at a minimum emails, web searches, Word and Excel documents.

Work Environment / Physical Requirements:

- 40% of job is in the field managing projects and 60% is administrative in the office.
- Ability to drive any SCHFH vehicles and tow tool trailers.
- Need to be able to stand for long periods of time and lift at least 75 lbs. Will also need to be able to climb ladders to inspect roofs and crawl under homes for inspections.
- Salary range: \$30,000 - \$35,000, plus health benefits
- Normal work week would be either Monday – Friday or Tuesday – Saturday.
- Work hours will fluctuate. Normal 8 hour shifts will fall between 7 - 5. Availability outside the normal hours is a must during Emergency situations.

Note: This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as needed or desired.

Application Process: Please send a cover letter, resume to apply@sussexcountyhabitat.org
Include “Repairs Program Coordinator” in the subject line.