



SBP

SBP is an innovative, award-winning nonprofit organization whose mission is to shrink time between disaster and recovery via five interventions:

- 1) **Build** innovatively, driving efficiency
- 2) **Share** SBP’s proven effective model with other organizations to increase efficacy across the disaster rebuilding sector
- 3) **Train** home and business owners in resilience and risk mitigation prior to disaster
- 4) **Advise** local and state government officials so they can deploy federal dollars sooner, and in a way that empowers an efficient recovery
- 5) **Advocate** so that what is measured is what matters – a complete recovery

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|--------------------------|--------------|--------------------|-----------------|
| Member Name: | | Position: | Site Supervisor |
| Department: | Construction | Supervisor: | |
| Start Date: | | End Date: | |
| Service Location: | | Term Type: | |

Position Description:

Site Supervisors play a vital role in SBP’s Rebuilding Program, as they oftentimes act as the face of SBP and actively lead the construction efforts on clients’ homes. Site Supervisors lead groups of skilled and unskilled volunteers in construction projects. A Site Supervisor is responsible for training volunteers and keeping them on task, maintaining a safe and clean worksite, monitoring safety and quality and ensuring that all tasks are completed on schedule. Site Supervisors work closely with their Project Manager to develop and track the schedule of their home, order tools and materials and troubleshoot problems. Further, Site Supervisors encourage volunteers to return and help spread the word about the enduring needs for continued disaster recovery efforts in America. Site Supervisors ensure that SBP is represented in a positive and professional manner by completing each project on time and on schedule, interacting positively with volunteers and homeowners and maintaining high quality and safety on site.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Typical Project Team:

Site Supervisors work independently or with one other site supervisor during the course of a rebuild project. During the AmeriCorps term a Site Supervisor will be expected to oversee the rebuilding of 3-4 homes. Site Supervisors report to a Project Manager within the Construction Department.

Essential Functions:

- Maintain a clean, safe and organized work site.
- Ensure that each phase of construction is being completed on schedule.
- Ensure that work is of the highest quality.
- Conduct on site orientations for volunteer groups.

- o Clearly communicates the homeowner's story to volunteers.
- o Educates volunteers on the area, the effects of the storm, and the history and work of SBP.
- Communicate the daily and weekly goals to volunteers.
- Provide effective training and constructive feedback to volunteers who are completing insulation, drywall, mudding, painting, flooring, trim, doors and other phases of construction.
- Maintain a professional and positive attitude when working with volunteers.
- Ask volunteers to return and spread the word about the enduring needs.
- Serve as a liaison between the homeowner and volunteers.
- Interact effectively and positively with other team members.
- Learn, understand and perform SBP's expectations for job site and personal safety as outlined in the Site Supervisor Construction Manual and Safety While Serving at SBP, as well as safety trainings occurring throughout the term on site or during Site Supervisor Meetings

Qualifications:

- Be at least 17 years of age or older
- Have a high school diploma or its equivalent, or be willing to obtain said diploma/equivalent during service year
- Be a citizen, national, or lawful permanent resident alien of the United States
- Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202.
- Excellent verbal communication skills
- Experience/comfort with public speaking
- Ability to lead diverse groups of volunteers on a wide array of tasks (that will most likely be new to you)
- Ability to do physical labor, occasionally strenuous
- Strong organizational skills and ability to delegate tasks effectively
- Experience/interest in developing project management skills
- Willingness /enthusiasm to receive constructive feedback from your supervisor and peers
- Positive attitude
- Ability to take initiative and be self-motivated
- High regard for safety
- Strong passion for the work of SBP
- No construction experience necessary, although helpful, as this is a construction heavy position.

Benefits

This position is eligible for a living allowance and education award. If serving a full time term (1700 hours), the member is also eligible for limited benefits health coverage and childcare assistance. The stipend for this position is \$626.50 (pre-tax) distributed on the 15th and last day

of the month, and may not exceed \$12,530 for the term of service. The education award for this position is \$5,730.

Please visit http://www.americorps.gov/for_individuals/benefits/benefits_ed_award.asp for more information on the education award.

Member Signature: _____ Date:
