



**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

<b>Member Name:</b>		<b>Position:</b>	Supply & Logistics Coordinator
<b>Department:</b>	Construction	<b>Supervisor:</b>	
<b>Start Date:</b>		<b>End Date:</b>	
<b>Service Location:</b>		<b>Term Type:</b>	

**Position Description:**

Supply & Logistics Coordinators play a vital role in the process of building our clients’ homes. Supply & Logistics Coordinators ensure construction sites are provided with the necessary tools and materials on time and accurately so that our Project Managers and Skilled Specialists have what they need when they need it. Supply & Logistics Coordinators efficiently procure materials, prepare and deliver orders, and schedule pick-ups for each job site with a keen focus on accuracy. They work closely with vendors to procure necessary materials. They keep the warehouse organized, stocked and clean of debris and clutter. They organize and maintain tools and track their location. They maintain a sizeable fleet of work vehicles. They focus on keeping the warehouse clean and safe while constantly creating and refining processes. The warehouse coordinates with the Construction Team to assist with interdepartmental needs and work orders. Supply & Logistics Coordinators ensure that SBP is represented in a positive and professional manner by completing each project on time and on schedule, interacting positively with colleagues, maintaining tools and focusing on safety in the warehouse and at each job site.

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

**Typical Project Team:**

Supply & Logistics Coordinators serve on a team with fellow AmeriCorps members. Each Coordinator is assigned specific areas of responsibilities depending on their experience and interest. Supply & Logistics Coordinators interact frequently with all members of the Construction Department depending upon the needs of the work sites running at a given time.

**Essential Functions:**

- Effectively schedule prompt and accurate deliveries of supplies so that trade teams, project managers and site supervisors have what they need to complete each project on time and on schedule
- Maintain a clean, safe and organized warehouse to ensure tools and materials stocked in the warehouse are easily found, accessible and properly maintained.
- Prepare orders (tools and materials) for project managers and trades teams.
- Ensure prompt and accurate delivery of these orders.
- Perform internal accounting to maintain tools and tracks their location.
- Schedule and conduct deliveries and other tasks to ensure optimal efficiency throughout each day and week.
- Discover when there is a risk or problem in warehouse operations
- Create innovative solutions for facility design, scheduling and logistics of supply deliveries etc. relevant to warehouse operations.
- Develop and track daily and weekly goals.
- Maintain a professional and positive attitude.
- 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
- Strong organizational skills and ability to delegate tasks effectively
- Ability to work under pressure
- Ability to perform physical labor, occasionally strenuous
- Ability to lift at least 50 lbs.
- Ability to multitask
- Experience/interest in developing project management skills
- Willingness /enthusiasm to receive constructive feedback from your manager and peers
- Positive attitude
- Ability to take initiative and be self-motivated
- High regard for safety
- Valid and current Driver's license
- Strong passion for the work of SBP

**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 15<sup>th</sup> 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](http://www.americorps.gov/for_individuals/benefits/benefits_ed_award.asp) for more information on the education award.

Member Signature: \_\_\_\_\_ Date:

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