



Position: Project Lead Trainer / Warehouse Supervisor
Reports to: Puerto Rico Project Managers

About SBP

SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 80+ staff and 240 AmeriCorps members, SBP has rebuilt more than 1,700 homes across 8 states and Puerto Rico and shared best practices with many more.

SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services over time by increasing preparedness among vulnerable communities.

SBP encourages individuals that are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.

Position Summary

The SBP Puerto Rico Project Lead Trainer/Warehouse Supervisor (PLTWHS) will serve as a liaison for the AmeriCorps Project Lead trainees as well as the AmeriCorps Supply & Logistics Members. The PLTWHS will provide training for new and existing classes of AmeriCorps Projects Leads and Supply and Logistics Members as well as ongoing technical and soft skills training to the entire Project Lead team in order to foster continual improvement while also ensuring projects are completed in a safe and quality manner.

Responsibilities:

- Provide guidance and technical expertise to troubleshoot project specific issues that arise across all volunteer driven projects in conjunction with the PM(s).
- Organize regular trainings, professional development opportunities, and other talent development strategies alongside AmeriCorps HR & Program Manager to foster a more robust team.
- Collaborate with AmeriCorps HR & Program Manager to provide instruction, support, and training for the purpose of teaching AmeriCorps members skills and preparing for post-term employment.
- Train Project Leads and volunteers in the following phases of construction: demo, mold remediation, framing, cement plaster, roof sealing, drywall, mudding, paint, flooring, interior trim and doors, cabinets and countertops, final punch.
- Provide initial and ongoing construction training for AmeriCorps members as needed.
- Work with all Project Managers to develop a standard curriculum of training for new Project Leads and Supply & Logistics Members, including construction skills, leadership development, client interaction and volunteer engagement.
- Assist Project Managers in conducting evaluations/reviews, terminations, vacation and sick requests.

- Review and approve AmeriCorps members' timesheets.
- Foster relationships of trust, respect and accountability in collaborating with other team members and department.

Warehouse Supervision & Material Procurement

- Supervise warehouse operations to allow for optimal scheduling, cost savings and safety
- Ensure all acquisition from vendors and warehouse follow required SBP protocol and documentation to guarantee accurate tracking of financials
- Ensure that tools and supplies are stored, maintained, tracked and inventoried in a way that protects and preserves them
- Supervise warehouse AmeriCorps team so that tools, materials and supplies arrive at the right place at the right time. Document instances where errors occur to identify trends and drive solutions
- Ensure a safe, organized and clean work environment is maintained in the warehouse at all times
- Oversee the maintenance of SBP's vehicle fleet so that all vehicles are safe, preserved and properly accounted for
- Secure materials and tools in accordance with SBP procurement rules to produce maximum cost savings and efficiency of scheduling
- Assist in maintaining mutually beneficial, responsive relationships with subcontractors and vendors

Qualifications:

- Clear communication skills and a strong sense of maturity, positivity, and professionalism.
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, Puerto Rico Police, and FBI.
- Valid driver license and reliable transportation.
- Ability to work productively with limited supervision.
- Knowledge of nonprofit, volunteer-driven construction is preferred.
- Commitment to continual improvement
- Experience and/or willingness to work effectively with/supervise team members with diverse skill sets and backgrounds.
- Experience motivating and teaching others
- Proven ability to collaborate effectively with a team
- Ability to manage multiple tasks and set priorities in a fast paced work environment
- 1 year of residential construction experience in Puerto Rico is preferred
- Proficiency in English & Spanish

Performance Expectations:

The individual is expected to:

- Embody the values, mission and vision of SBP in your communication and interaction.
- Effectively and positively manage multiple projects and people.
- Work productively with limited supervision.
- Seek out and participate in professional development and leadership opportunities.
- Translate broad goals into achievable steps.
- Help set and manage appropriate expectations.
- Handle detailed, complex concepts and problems and make rapid decisions.
- Develop smooth and constructive relationships with people from all segments of the community.
- Maintain a flexible work schedule to meet the demands.
- Demonstrate initiative and work as a team player.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.

[Please Click Here To Apply](#)

SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.

SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity. It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.