



Position: Project Lead Trainer
Organization: SBP – New Jersey
Reports to: Director of Construction

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 growing team of 85+ staff and 240 AmeriCorps members, SBP has rebuilt more than 2,000 homes across 13 states and in the Bahamas, 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 New Jersey Project Lead Trainer will serve as a liaison for the AmeriCorps Project Lead team. The Project Lead Trainer will provide ongoing technical and soft skills training to our team of AmeriCorps Project Leads in order to foster continual improvement while also ensuring projects are completed in a safe and quality manner.

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, New Jersey State 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

Responsibilities:

Project Management:

- Collaborate with Director of Construction/Project Manager(s) to order materials, maintain cleanliness, safety and quality standards of job sites.
- Provide guidance and technical expertise to troubleshoot project specific issues that arise.

Team Member Development:

- 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.

Team Member Management

- Train Project Leads and volunteers in the following phases of construction: insulation, drywall, mudding, paint, flooring, interior trim and doors, final punch.
- Provide timely support to Project Leads to ensure their respective goals are met.
- Provide initial and ongoing construction training for AmeriCorps members as needed.
- Assist Director of Construction/Project Manager(s) in conducting evaluations/reviews, terminations, vacation and sick requests.
- Assist Director of Construction/Project Manager(s) in reviewing and approving AmeriCorps members' timesheets.
- Foster relationships of trust, respect and accountability in collaborating with other team members and department

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.
- Plan and meet deadlines.
- 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.

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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.