



1050 SE 33<sup>rd</sup> Ave., Ste. 200, Minneapolis, MN 55414  
T: 651-776-4273 | F: 612-767-8578 | [www.RTMN.org](http://www.RTMN.org)

## **Construction Site Lead - Volunteer Projects**

**Description:** Provide on-site support and management of volunteers at co-managed construction sites for volunteer partners. Support successful completion of the scope of work in collaboration with staff, preparing supplies, and documentation in line with best practices. This role serves as a liaison between our site partners, volunteers, corporate contacts, and staff. Note that this role is a 1099 contractor position, with plans to hire up to 4 people.

**Compensation:** \$400 stipend per project

**Project Length:** Approximately 18 hours per project.

**Schedule:** Typically between the hours of 8am-6pm, on Tuesdays, Wednesdays, and Thursdays.

**Work Location:** On-site for workdays, with occasional virtual or in-person meetings within the Twin Cities Metro area.

### **Areas of Responsibility**

#### **VOLUNTEER MANAGEMENT**

- Pick up and set up hospitality items ahead of volunteer arrival: food, water, snacks, etc.
- Set up volunteer welcome tent, materials, and supplies ahead of volunteer arrival
- Provide volunteer support including:
- Initial welcome meetings, safety briefings, punch list reviews, and on-site training as needed to support the volunteers
- Ensure all volunteers have signed in and have a completed waiver before work begins
- Check-in with volunteers well being & experiences during the event
- Support volunteers by facilitating scheduled meal breaks, protecting their experience
- Rally all volunteers at the end to reinforce messaging and best practices, thanking them for their time, and reminding them of the impact of their work.

#### **CONSTRUCTION SITE MANAGEMENT**

- Be familiar with and understand the complete project scope and sequence and volunteer skillset
- Review work scopes for completeness in collaboration with staff
- Scheduled dedicated breaks and reasonable work targets for before/after meals
- Review volunteer shifts, registrants, and point of contact with staff
- Determine materials and tools needed to complete the scope of work with the volunteers scheduled
- Gather and load appropriate tools and supplies
- Notify staff of any supply needs not present, or supplies that would support ease
- Ensure all supplies are restocked in the warehouse accordingly
- Coordinate and direct volunteers in the completion of repairs, working alongside volunteers assess and evaluate the work to ensure quality and completion of work. Notifying staff of any incomplete or unaddressed tasks.



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- Collaborate with Site Partner staff as needed, for problem-solving, re-prioritization, and site concerns.
- Ensure the Safety Program is constantly enforced on all project sites, completing incident reports, and following protocol for any injuries or other issues experienced on site.

### **LEADERSHIP & ADMINISTRATION**

- Serve as Rebuilding Together Minnesota's representative on project sites, exemplifying our mission, vision, and values.
- Ensure project punch list and project close-out including client sign-off is complete.
- Complete all post-event paperwork, and ensure all waivers and other documentation are present.
- Work with RTMN staff members, to ensure project files are maintained and updated in Salesforce.

### **Knowledge, Skills, and Abilities**

- Comfortable working independently, making decisions with limited direction
- Effective Communicator
- Highly Organized
- Collaborative problem-solver
- Relationship Management skills
- Construction or handyman skills/experience
- Volunteer management experience
- Project Management experience.
- Valid driver's license
- Reliable transportation
- Ability to drive a light-duty truck and tow trailer with a hitch

**Description of Physical Demands:** This is a physically active role involving labor. Must be able to stand, kneel, and move around a project site for extended periods, climb flights of stairs and/or ladders, be able to complete repair activities involving pounding, turning, and other range of motion activities, and lift 25 pounds or more as part of their essential duties.