

Skilled Volunteer Job Description



Position: Crew Chief

- **Purpose:** To provide leadership for volunteer teams as they partner with HFHWV to build houses.
- **What is a Crew Chief?** A Crew Chief is a special volunteer who not only brings construction skills and knowledge to the worksite, but who is willing to guide and direct the less-skilled.
- **Timeframe:** Variable – Saturday mornings during construction hours (please see Construction Volunteer Times on Construction page); a duration of 4-6 hours. Habitat for Humanity of the West Valley homes are typically completed in 14-16 weeks.
- **Duties:** The Crew Chief...
 - Conducts a daily safety lesson and is responsible for the overall safety and productivity of their volunteer labor force
 - Monitors volunteers
 - Leads volunteers through all aspects of building Habitat home
 - Works with HFHWV Construction staff
 - Attends annual training
- **Qualifications/Leadership:** A Crew Chief must...
 - Teach others and ask questions
 - Be knowledgeable of construction methods and safety issues
 - Have above average technical expertise and strong communication skills.
 - Have general knowledge of hand and power tools, construction sequence, and safety procedures
 - Be highly dependable, organized and able to delegate.
 - Be patient and flexible
- **Crew Chief Daily Details:**
 - Arrive at the work site 45-60 minutes before the other volunteers to open the house and get organized for volunteers.
 - Once volunteers arrive, gather them for a morning meeting that consists of safety items, what you'll be working on for the day, and a morning prayer.

Position: Site Leader

- **Purpose:** To provide assistance to the crew chief and aid in providing leadership for volunteer teams as they partner with HFHWV to build houses.
- **What is a Site Leader?** A team leader assists the Crew Chief with the overall safety and productivity of volunteers.
- **Duties:**
 - Works closely with the Crew Chief to teach and guide small groups of volunteers on the construction site.
 - Attend site leader training
- **Qualifications/Leadership:** A Site Leader must...
 - Have strong working knowledge of construction
 - Have strong communication skills.
 - Be dependable, patient and have the ability to teach and delegate construction tasks.
- **Site Leader Daily Details:**
 - Arrive at the work site 25-30 minutes before the other volunteers to get ready for volunteers' arrival.