



HABITAT FOR HUMANITY LAS VEGAS
Job Description
RED SHIRT – Volunteer Leader

Under the direction of the Project Manager, a Red Shirt is responsible for on-site leadership of volunteers that work with Habitat for Humanity. The position requires some knowledge of residential construction and the ability to teach, evaluate, encourage, and recruit volunteers to build Habitat for Humanity homes and complete Habitat for Humanity tasks. The position requires a willingness to tell the Habitat for Humanity story and bare witness to the Habitat for Humanity experience.

This position has no regular hours of work but requires work within the scope of the following "Major Areas of Responsibility".

Major Areas of Responsibility:

- **Jobsite Production** – Schedule and complete tasks through collaboration with the Project Manager and Site Superintendent to complete construction stages and/or other Habitat for Humanity tasks. In collaboration with the Site Superintendent, create and manage volunteer teams for each jobsite. Inspect what you expect to be accomplished by volunteer teams on each day of work.
- **Volunteer Management** – Teach, motivate, manage, and promote volunteers in a ministry atmosphere (uphold Christian principles at all times)
- **Building Task Readiness** – Assist in the creation of daily task lists. Collaborate with the Project Manager and Site Superintendent, to create and manage volunteer teams to complete tasks. Line out team leaders to manage regular volunteers. Inspect your expectation and report daily progress to the Project Manager.
- **Quality Control** – Implement highest construction procedures and ethical practices at all times. Always inspect what you expect to happen on each volunteer work day. Monitor volunteers for quality of work and make corrections when necessary.
- **Health & Safety Control** – Adhere to proper safety procedures (OSHA approved). Correct any unsafe conditions or practices immediately. Have drinking water and safety equipment available for all volunteers. Comply with dust control permit requirements.
- **Inventory Control & Maintenance** – Properly maintain, utilize and care for all Habitat possessions. Assist site superintendent in conducting monthly inventory of tools and equipment. Submit report to Project Manager.

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