

Job Title	Project Lead
Employer/ Agency	United Way of Greater Baytown Area & Chambers County
Job Description	<p>Purpose of Position: Project Leads play a vital role in SBP's Rebuilding Program, as they commonly act as the face and voice of SBP within disaster impacted communities. Project Leads implement the construction efforts on clients' homes and oversee groups of skilled and unskilled volunteers in rebuilding projects. All Project Leads are supported by a Project Managers and are also provided with construction and volunteer management training curriculum that equips them with the knowledge to facilitate construction projects ranging from demolition to final paint and prime. Project Leads ensure that SBP and United Way of Greater Baytown Area & Chambers County is represented in a positive and professional manner by completing each project on time and on schedule, interacting positively with volunteers and homeowners, and maintaining high quality and safety on site. They serve both independently and with other Project Leads during the course of volunteer-driven rebuild projects. Project Leads will also continue construction progress on site during times with low volunteer engagement.</p> <p>Essential Functions</p> <ul style="list-style-type: none"> • Maintain a clean, safe and organized project site. • Ensure that each phase of construction is being completed on schedule. • Ensure that construction projects are completed in the highest quality possible. • Conduct on site orientations for volunteer groups. <ul style="list-style-type: none"> o Clearly communicates the homeowner's story to volunteers. o Educates volunteers on the area, the effects of the storm, and the history and work of the SBP. • Communicate the daily and weekly goals to volunteers. • Provide effective training and constructive feedback to volunteers who are completing insulation, drywall, mudding, painting, flooring, trim, doors and other phases of construction. • Maintain a professional and positive attitude when coordinating volunteers. • Serve as a liaison between the homeowner and volunteers. • Interact effectively and positively with other team members. • Encourage volunteer groups stay engaged with SBP by returning to volunteer, donating to support the AmeriCorps Project, applying to join SBP's AmeriCorps program, and spreading awareness of the continued need for disaster recovery assistance in communities that have been impacted.
Qualifications	<p>Minimum Requirements:</p> <ul style="list-style-type: none"> • • Excellent verbal communication skills

	<ul style="list-style-type: none"> • • Experience/comfort with public speaking • • Ability to lead diverse groups of volunteers on a wide array of tasks (that will most likely be new to you) • • Ability to do physical labor, occasionally strenuous • • Strong organizational skills and ability to delegate tasks effectively • • Experience/interest in developing project management skills • • Willingness /enthusiasm to receive constructive feedback from your supervisor and peers • • Ability to take initiative and be self-motivated • • High regard for safety • • Strong passion for the work of the SBP • • No construction experience necessary, although helpful, as this is a construction heavy position.
Salary/Hours	<ul style="list-style-type: none"> • Full-time, 40 hours/week that may include evenings and weekends
Application Method	<p>How to Apply</p> <ul style="list-style-type: none"> • Visit http://sbpusa.org/get-involved/amicorps • Complete the two-page application • Upload your resume • Submit your application
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.