

building strength, stability and self-reliance through shelter

sandieghabitat.org

Construction Management Volunteer Position Description

OUR MISSION: San Diego Habitat for Humanity brings people together to build homes, communities, and hope. This is achieved through partnering with families on the construction of new homes, as well as the repair of existing homes with existing homeowners. Habitat was founded on the conviction that every man, woman and child should have a simple, decent and affordable home to live in dignity and safety.

GENERAL SUMMARY: As a construction management volunteer for San Diego Habitat for Humanity, your primary responsibility will be to assist with material takeoffs, scheduling, budgeting, and contracts. Specific duties include, but are not limited to:

- Scheduling projects in Microsoft Project for new construction
- Doing material takeoffs from the blueprints
- Using material takeoffs, estimate project budgets
- Work closely with the Manager of Field Operations to oversee contracts

TYPE: This is an unpaid volunteer position.

SUPERVISOR: Chris Orkwis, Manager of Volunteer Services

REPORT TO: Daniel Hyne, Manager of Field Operations

EXPERIENCE/SKILLS

- Previous experience in construction management or project management is required.
- Able to complete tasks with limited oversight
- Detail-oriented
- Experience with Microsoft project or other similar project management software
- Estimating and budgeting experience
- Experience with contracts
- Able to read blueprints
- Demonstrate good interpersonal and communication skills

SCHEDULE:

- Our administrative office is located at 8128 Mercury Court San Diego, CA 92111.
- 6-12 hours/week

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- Timeframe and Schedule: Flexible from 8 a.m. - 4 p.m.

TRAINING PROVIDED:

- Onsite orientation is provided and consists of a tour of the facility, overview of the current and future projects of San Diego Habitat, frequently asked questions about Habitat, and our ongoing mission. Position specific training will be coordinated by Daniel Hyne.

BENEFITS TO VOLUNTEER:

- Being part of San Diego Habitat for Humanity's mission
- Ability to use your specialized experience to give back to the community
- Experience in a nonprofit office
- The opportunity to interact with a variety of different people
- Appreciation from the San Diego Habitat staff

To apply, send your resume to volunteerservices@sandiegohabitat.org and enter "Construction Management Volunteer" in the subject line of the email.