**Volunteer Position: Site Supervisor**

**Supervisor:** Program Manager

Building Beyond the Walls (BBTW) creates an experience through inclusive hands-on construction skills training that increases confidence and self-reliance. By focusing on projects that give back, we connect individuals more deeply in their communities.

We build community by:

* Bringing strangers together for a common purpose.
* Building a small structure to fulfill a community need.
* Asking class participants to pay forward fifty hours of community service in exchange for the free training.
* Partnering with community organizations to provide lunch on training days and share their mission and work.

Building Beyond the Walls seeks a **Site Supervisor** volunteer to lead the Project teams, provide guidance and direction in assessing project hazards, managing risks and maintaining the safety of the classes, while assisting the team in successful project completion. This role is critical to our mission because the Site Supervisor provides leadership and guidance to the Projects that drives the construction classes.

Project sites will vary, but are primarily located throughout southeast King County and northeast Pierce County. Jobsites are usually outdoors under cover. Volunteers will be expected to wear attire appropriate to construction projects.

**This volunteer position is a great role for individuals who:**

* Seek to make a positive impact in their community.
* Desire to help others become self-reliant and overcome fears.
* Enjoy building community.
* Strive to practice, develop, or improve their instructional skills.
* Seek to improve facilitation and training skills.
* Want to get people involved in the construction industry.

**Responsibilities:**

The Site Supervisor oversees the construction projects and works with the Lead Instructor, Construction Committee and Program Manager to drive the planning, execution and wrap-up of the project classes and programs. This includes:

* Adhering to the mission, vision and core values of the organization.
* Attending meetings prior to project—to discuss materials to be used and location.
* Collaborating, developing and communicating daily plan and goals.
* Prior review of supplies and material list provided by Lead Instructor.
* Monitoring project budget.
* Collaborating in defining project scope and determining resources required.
* Working to address and resolve any issues that come up with the project.
* Maintaining a safe, secure and healthy work environment by adhering to and enforcing safety codes.
* Working with the team to make sure everyone understands the task at hand.
* Demonstrating clear, respectful communication with team, participants and visitors.
* Producing a quality project.

**Skills and Qualifications Needed:**

Individuals interested in the Site Supervisor volunteer position should possess the following skills and/or qualifications:

* General, all-around construction knowledge with a “craftsman” mindset.
* Customer-service oriented.
* Positive attitude and willingness to encourage the team.
* Safety conscious.
* Ability to demonstrate and practice OSHA safety protocols on a jobsite while recognizing hazards.
* Ability to set priorities and exercise flexibility where necessary.
* Collaborative, team player.
* Strong verbal and written communication skills.
* Strong organization and planning skills.
* Punctual and reliable
* Follows through on responsibilities and clearly communicates with team ahead of time if there will be challenges meeting responsibilities.
* Patient and understanding attitude.
* Ability to pass a criminal history background check.

**Time Commitment:**

Flagship classes take place during daytime hours on the weekend and usually range from 6-10 Saturdays, depending on the project. The Site Supervisor is expected to attend each class ***plus*** a planning meeting prior to the first class and a wrap-up meeting after the last class. The schedule is flexible and based on availability of Building Beyond the Walls team and volunteer instructors.

**Training:**

All volunteers will attend an orientation and trainings that include:

* Best practices, policies, procedures and expectations.
* Info on Building Beyond the Walls’ mission, vision, and core values.
* Volunteers are encouraged to take first aid and mental health training through resources in their community (for example fire department and mental health agencies).

*All volunteers must undergo the Building Beyond the Walls volunteer application and onboarding process.*