

**Project Manager/Volunteer Coordinator for Spalding and Henry County
Long-term Recovery Groups from 2023 Tornadoes**

Position for Independent Contractor June 2025 to December 2025

Essential job requirements:

Minimum of 5 years' experience in general construction
Basic knowledge in plumbing, electric and HVAC
Basic knowledge of the International Building Code
Experience in estimating the scope of an entire construction project
Modest computer skills
A valid driver's license and a reliable vehicle.
Able to work outside in a variety of weather conditions, including extreme heat and humidity.
Flexibility and ability to multitask
Ability and willingness to work with skilled and unskilled volunteers
Ability to communicate effectively both verbally and in writing
Ability to do an itemized estimate and track expenses
Ability to solve problems independently, effectively, and creatively

Interpersonal Skills

Ability to work with people of all ages, ethnic and religious backgrounds, denominations and cultures
Ability to maintain appropriate service boundaries
Respect for client's unique cultural and spiritual environment particularly when working within their home
Awareness of the impact of a disaster on the community, family and the individual
Compassion and sensitive to the needs and concern of families in crisis

Position responsibilities: Works as a Project Manager for construction projects identified by the long-term recovery groups in Spalding and Henry counties. Coordinates the supply of materials, equipment, tools, and volunteer teams required for the completion of the home repairs.

- Cultivates relationships with partner agencies, inspectors, vendors, volunteer groups, and the community.
- Works with Disaster Case Management Program Analysts to ensure all information for the site includes: a specific and detailed scope of the project; a complete and accurate list of materials; a list of special/rental equipment that will be needed.
- Orders materials, equipment, and tools in preparation for workdays. Schedules site delivery of materials, dumpster delivery, and additional equipment rental as needed at least 48 hours prior to work and is on site to receive delivery and direct placement.
- Provides oversight of construction sites for volunteers to ensure safety, and quality work.
- Conducts site inspection and prepares a punch list of any areas of deficiency and deadline for completion.
- Arranges and is on site for all inspections and reports results to the client, LTRG, and the case worker.
- Conducts final walk-through with client and case worker; ensures client signature of completed work.
- Maintain accurate records of construction progress and financial accounts for each project.
- Maintains receipts and prepares reports for LTRG for payments.

Coordinates with Case Workers: Case workers are provided by the LTRG in collaboration with the Salvation Army DCMF. They gather information about the client and assess unmet needs. They help the client gather construction estimates and plan their recovery. The Project Manager is a part of that team in the following ways.

- Works with the client and case worker to ensure project needs are covered.
- Participates in meetings with the client and the case worker and encourages the client to be involved in the repair and rebuilding of their home.
- Reviews new client files once approved by LTRG and helps prioritize work orders for each client file.
- Protects client information, sharing confidential information only as agreed upon by the client and as evidenced by a signed release form.
- Obtains homeowner signature on *Homeowner Repair Agreement and Release of Liability Waiver* and *LTRG Statement of Understanding with Homeowner*.
- Attends LTRG allocation meetings and shares information as cases are presented.

Collaborates with Volunteers: The Project Manager will strive to assist repairs and rebuilds using volunteers whenever possible to meet clients' needs in the most efficient manner.

- Establishes volunteer needs for projects and schedules work for volunteer teams.
- Helps create and use a "Volunteer Packet", including but not limited to, introduction to the community and relevant partners, team preparation and debriefing, health or other site-specific disaster information, volunteer forms (skill sheet, liability release, medical information and release)
- Welcomes volunteers and coordinates with each team in advance of arrival.
- Provides volunteer orientation, access to volunteer housing and any other requirements that the housing site may need.
- Identifies and matches volunteer skills with the project. Volunteers may bring to the project a variety of skills such as: debris removal and muck-out, rehabilitation and construction, construction contractors, light carpentry, painting, landscaping, flooring installation, etc.
- Demonstrates and teaches construction skills and techniques to volunteers as needed.
- Works with volunteer groups to ensure safety and quality work and monitor progress and ensure timelines are being met.