

Rebuilding Together Washington County Leadership Volunteer Opportunities

Position Title: House Captain

Reports To: Area Captain

Partnered With: Volunteer Ambassador

Position Description

House Captains provide the leadership needed to prepare and complete individual home repair projects. This in volunteer position similar to a project foreman; captains must be able to perform tasks without direct supervision in addition to being willing to lead and teach volunteer groups.

Specific Responsibilities

- Prepare Scope of Work and Materials List
- Ensure all necessary tools, equipment and materials have been provide
- Maintain a safe work environment
- Oversee all day-of repairs
- Complete punch list at end of project coordinators

Time Requirements

- Attend Orientation and Project Inspection: One month before the project all house captains attend an group meeting with RTWC staff. Orientation involves a 30 minute introduction to RTWC and the volunteer event and one hour walk through of the project to prepare Scope of work and Material List
- Site Visit: The week before the event, House Captains schedule a final walk through with RTWC staff or area captain to everything is ready for the volunteers.
- Day of Foreman: On the day of the event, House Captains train volunteers in repair, Act as Safety Coordinators, confirm repair priorities are completed.
- Evaluation: At the end of the day, House Captains complete a punch list and submit an evaluation to the area captain or directly to RTWC

Position Title: Volunteer Ambassador

Reports To: Area Captain
Partnered With: House Captain

Position Description

Volunteer Ambassadors are a bridge between the homeowners and the general project volunteers. This position is incredibly important to providing the compassionate direction and support throughout the entire process.

Specific Responsibilities

- Interface with homeowner and families to walk them through the RTWC process
- Gather reporting information for volunteers and homeowners
- Collect permissions, photos and other story telling information from the residents and volunteers
- Complete evaluation with homeowner and provide RTWC with feedback on experience

Time Requirements

- Attend Orientation and meet homeowners: One month before the project all house captains attend an group meeting with RTWC staff. Orientation involves a 30 minute introduction to RTWC and the volunteer event and a visit to the homes to introduce volunteers to the homeowners
- Pre-Event Check-in: The week before the event, Ambassadors with check in with House Captains and Homeowners with any changes and request and to ensure all paperwork is completed.
- Day-of Coordinator: On the day of the event, Ambassadors will support the house captain in managing volunteers, will take photos of work, and make sure the home residents are satisfied with the activities.
- Evaluation: At the end of the day, Ambassadors will do a final evaluation with homeowners and return all reports to RTWC.