



2012 Summer Internship Program

Habitat for Humanity was founded in 1976 with a mission of eliminating poverty housing and homelessness worldwide. To date, Habitat International has built over 400,000 homes and served well over 2 million people. Located in Buena Vista, Chaffee County Habitat for Humanity was established in 2001, and has built 9 new homes and served 12 families.

CCHFH interns will gain hands-on experience in the areas of construction management, volunteer coordination, community outreach and leadership. These positions are unpaid, however housing is provided. This is a great opportunity to experience the best of what Colorado has to offer while changing one family's life forever.

Position Title:

Construction Site Supervisor

Overall Nature and Scope of Position:

The student intern will be a member of the CCHFH staff and will work directly with the Construction Manager and on-site Volunteer Host. They will oversee construction at the build site daily, and have the overall responsibility for the safe execution of all activities each day. They will serve as the primary contact for the project along with the construction manager, and act as a representative for CCHFH to donors, volunteers, and the community.

Specific Duties and Responsibilities:

- A. Oversee construction at the site each day when volunteers are present.
- B. Serve as the primary contact for the project.
- C. Oversee material procurement and coordination of subcontractors.
- D. Work with the Construction Manager and Volunteer Coordinator to identify and recruit potential crew leaders and other skilled workers.
- E. Work with the Construction Manager to create a construction schedule for the project.
- F. Organize and manage the full construction team so that daily goals are met.
- G. Attend construction committee meetings during the building of the project.
- H. Ensure the safety of volunteers, and that CCHFH's safety policies are observed at all times, through training as to the proper use of equipment and other safe construction practices.
- I. Provide on-the-job training for semi-skilled and unskilled volunteers.
- J. Ensure that necessary tools are on site for specific tasks.

- K. Maintain a site log for the construction site.
- L. Assist with the planning and supervision of other building projects such as home rehabilitations or A Brush with Kindness.
- M. Understand and support the mission and vision of CCHFH.

Supervision and Work Relationships:

The student intern works with all CCHFH staff members including the Executive Director and Program Coordinator. He or she will also work with all unpaid staff and volunteers and develop a close working relationship with the Construction Manager. The position has extensive contact with the public and all volunteers travelling to Chaffee County to work on building projects.

Requirements:

- A. Practical knowledge of residential construction practices.
- B. Excellent organizational and communication skills.
- C. Basic computer skills.
- D. Possess leadership skills and high standards of accountability.
- E. Interpersonal skills, both internally and externally, with individuals and large groups.
- F. Ability to meet daily and weekly deadlines.
- G. CPR/First Aid training
- H. Successfully completes a background investigation to perform duties as required.
- I. Available during the build season- May through September.

Application Process

Applications to Include:

1. Cover Letter.
2. Current resume which includes educational and work experience with dates.
3. Essay (minimum of 1,000 words) *What skills would you like this internship to help you to attain and/or improve upon? How will this work experience help you to achieve future work related goals?*
4. Official college transcripts.
5. Three letters of recommendation. Letters should be mailed directly to the attention of the Program Coordinator.

Application Deadline: Rolling admissions, with applications reviewed upon receipt. Positions to be filled by April 1st.

For questions or for more information, please contact:

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