

## Skilled Captains

Thank you for volunteering to serve as the Skilled Captain for Rebuilding Together! The work of Rebuilding Together is vital to the independence and safety of the homeowners we serve, but it is also tedious work. With your help, we can have maximum impact on the lives of those in need. Your task is an important one – thank you for taking the lead!

Please review this job description and make sure you meet all the requirements to do the job successfully.

### Qualifications

This person should have some knowledge of construction tools and practices. He/she should be able to help instruct volunteers on the technical aspects of the project, as well as lead the skilled volunteers. The Skilled Captains will use the Scope of Work and Material List that has been developed by the Program Staff. This person should commit to be at the worksite for the duration of the project. The time commitment for a Skill Captain is approximately 30 hours, minimum.

### Responsibilities

Skilled Captains are responsible for the technical aspect of the repairs undertaken by their team. They should have sufficient knowledge to know what their team can and cannot do. They will need to be familiar with the RT OKC Quality Assurance program and ensure compliance throughout the day to day work at their site.

- Go to [http://rebuildingtogether.civcore.com/VolunteerApp/index.cfm?Affiliate\\_ID=52](http://rebuildingtogether.civcore.com/VolunteerApp/index.cfm?Affiliate_ID=52) and fill out a new Volunteer Application or, if you've volunteered with us previously, enter your email address to review the information you used last time
- Attend two mandatory Team Meetings: an Assignment Meeting with RTOKC staff and Homeowner Night
  - At the Assignment Meeting you will receive a **Home Evaluation Worksheet** for your project. You are not limited to the items indicated, nor are you required to do all the repairs. This is just a starting place for development of the Scope of Work. You may discover repairs that are needed or decide that you do not have the volunteers to address every issue. Priority should be given to repairs that make homes safe, secure and weatherproof.
- Visit work site several times prior to Work Day to plan and coordinate repair activities. The first visit must include the Area Director assigned to your project.
  - Prepare a detailed and complete list of materials and supplies needed to complete the planned work.
  - Consult with Area Director regarding Scope of Work, Materials List and skilled volunteer needs.

- Complete Materials List and deliver to the Program Director by **March 12**.
- Coordinate with roofing contractor, if applicable.
- Notify Area Director of any repairs to be made prior to Work Day.
- Become familiar with the Quality Assurance Policy and its requirements
- Determine number of volunteers and skills needed on Work Day
- Estimate the number of skilled and unskilled volunteers needed (see Volunteer Estimate Form). Discuss these needs with the Team Captain and Volunteer Coordinator who are responsible for recruiting volunteers. Team Leaders are expected to obtain the necessary skilled labor to complete the Scope of Work that has been planned. If you have a need for skills you cannot provide, ask around. You and the volunteers on your team have friends, relatives and coworkers that may have an unknown talent you can utilize. If you are still unable to recruit the volunteers needed, inform your Area Director.
  - Work with the Team Captain to divide the scope of work into rooms assignments with volunteer teams assigned to each room
  - After the Team Captain and Volunteer Coordinator have recruited the volunteers, determine the skill levels, strengths, personalities, and weaknesses of volunteers. Assign any fragile volunteers to meaningful but less strenuous tasks such as Photographer, Runner, or Homeowner Ambassador.
  - Work with the Team Captain to assign Room Captains from the pool of skilled volunteers
- Obtain materials and supplies from Rebuilding Together Warehouse and suppliers where gift card can be used
  - Skilled Captains must first obtain donated materials and supplies from the Rebuilding Together Warehouse before getting a gift card to purchase additional materials. Items at the Warehouse are available on a **“first come, first serve”** basis.
  - The credit limit for each card is determined by the Materials List submitted by the Skilled Captain. Credit Cards, along with all receipts, must be returned to the Area Director at the beginning of Work Day and may not be used on Work Day. Buy quality items, yet not the most expensive. Our objective is to make the home safe, secure, and weatherproof. Stay within your budget – you will not be reimbursed without prior approval of a staff member.
  - Have the Volunteer Coordinator or Team Captain encourage the team to assist with the purchase of materials for their project by making a financial commitment to sponsor their home or by obtaining in-kind donations of supplies for their work site

- Arrange for storage of materials as needed.
- If materials are needed on Work Day, check with your Area Director before using the balance on your gift card. If you need more funds your area director will then get approval from RT Staff prior to authorization.
  - First thing on Work Day your Area Director will ask for the balance on your gift card. It will then be given to the RT Staff at the warehouse. If/when additional purchases need to be made they will then have to be approved by RT staff.
- Organize, delegate, and supervise on project day. Even though you have the skills, you should not do the work. Your job is to teach the team and make sure it is effective. You cannot do that if you are under the sink!
  - Do not allow anyone to use power tools they do not know how to operate
  - Do not allow anyone to work on plumbing or electrical that is not experienced (these repairs should be completed prior to work day)
- Try to maximize your use of skilled volunteers. Make sure all materials are ready. Clear out spaces they need to work in. Plan to have unskilled volunteers assist them if necessary.
- Complete all necessary paperwork.

