

# Ministry Profile – Construction Instructor/Supervisor

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## Title

Construction Instructor/Supervisor (CS)

## Position Description

Construction Instructor/Supervisor (CS) is a program position supporting ARM's volunteer home repair ministry focus and objectives. The CS reports directly to the Executive Director or Lead Program Manager and is responsible for all aspects of ARM's home repair and construction activities which are primarily residential home repair for people with low incomes. ARM works with a combination of volunteer groups (primary) and as needed, sub-contractors to accomplish the repairs. ARM's construction activities are event focused with specific volunteer home repair workdays, weekends, and during the summer. The supervisor oversees part time employees including a property manager, construction summer camp counselors, and academic interns.

## Logistics

**Compensation:** Salary \$42,000-\$45,000 based upon experience

**Benefits:** Health Insurance match, IRA match after first year, yearly bonus opportunities

**Hours:** 40-45 hours per week. On special events, this could become a 50-60 hour week. On average once per month, weekend hours (Saturday) are required to assist with home repair work days. There are periodic overnight retreats and travel. During May-July, extensive work weeks occur due to the summer volunteer program.

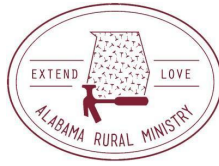
**Hiring Bonus:** \$1000

**Start Date:** Apr 1, 2023

**Application Deadline:** Mar 15, 2023

## ARM Overview

*Vision: Transformed rural communities with sustainable homes, strong families, and strategic community partnerships for the glory of God.*



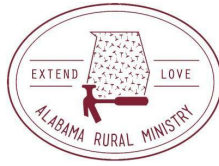
***Mission Statement: Discovering, developing, and deploying spiritual leaders that, as disciples of Jesus Christ, minister with under-resourced and rural communities to create sustainable homes, strengthen families, and build strategic community partnerships.***

**Ministry Overview:** Since 1998, ARM has coordinated volunteer, home repair efforts in rural, low- income areas of Alabama, predominantly in Sumter, Macon, and Lee counties. Today, ARM runs mission sites to host volunteers doing home repair. ARM helps families apply for home repair grants through partnerships with the USDA, HUD, and the Community Development Block Grant in the City of Auburn. With these programs, ARM provides more extensive repair with some of this work subcontracted and some completed using volunteers. ARM provides day camps and after school ministry programs for children in the areas where we are providing repair. Finally, we develop community partnerships and have student groups on university campuses.

## **Major Areas of Responsibility for the Construction Instructor/ Supervisor**

The position blends comprehensive ministry functions, physical home repair activities, and home repair project management. Forty percent of the position is the planning, preparation, and evaluation of home repair and ministry events, 30% is on-site home repair with volunteer groups, and the final 30% is home repair project management and record keeping.

1. As part of a ministry team, coordinates, plans, and manages home repair projects and ministry events for volunteer groups throughout the year. This includes purchase, delivery, and clean-up of work site materials. The CS oversees a part time property manager and construction interns.
2. Manages and oversees the project management platform, Procore, with scopes of work, project estimates, budget and the work record. Provides drawing and diagrams to volunteer teams. Publishes reports as needed.
3. Serves as the lead site manager and liaison between the home repair recipients while volunteer home repair groups are serving. Oversees and coordinates subcontractors and contracts when repairs are contracted.
4. The CS coordinates with ARM's Administrator and other staff for volunteer recruitment, training and management. S/he oversees the ARM construction safety program.
5. Coordinates with the ARM Housing Counselor/Director in utilizing funding from the Auburn Community Development Block Grant, USDA, and HUD/Veterans assistance. Coordinates volunteers, conducts some repairs as needed, or contracts repairs in lines with grant specifications.
6. Assists in the training and training set up of summer camp counselors for the summer ministry program. Supervises the construction summer camp counselors and supports the summer ministry staff team with other full time ARM staff.
7. Develops a close partnership with other ARM ministry staff and is a champion for the vision and mission of ARM. Assists and participates in ARM's financial development program.



8. Participates in the full spectrum of ARM's mission including banquets, training events, meetings, and other gatherings.

9. Participates in strategic and operational planning processes for ARM's growth and influence.

## Primary Objectives

The Home Repair Instructor/Supervisor position exists to:

- To show Christian love and care to families in need of home repair; serve as a disciple of Jesus
- Participate in the servant leadership development and construction skills of ARM's home repair volunteers; model and teach servant leadership principles
- Help families on fixed and low incomes receive repairs or housing options that lead to a sustainable home, a home that is warm, safe, dry, and beautiful; serve as a compassionate steward to low- income families
- Understand and have a working knowledge of the effects of poverty on housing
- Oversee a property manager who is the custodian of ARM's properties including physical sites, tools, building supply materials, vehicles, and other properties

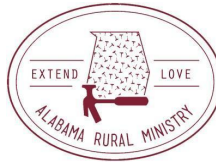
## Specific Responsibilities

### Home Repair Oversight and Project Management (40% of time)

ARM's home repair ministry serves approximately 20-25 families in Lee, Macon, and Sumter counties each year. The CS, in conjunction with the Housing Counselor/Director, builds relationships with these families and helps them through our home repair process, which can last up to 2 years. The CS oversees and monitors all aspects of the home repair management process. This includes initial site and repair assessments, developing scopes of work (SOW), developing estimates, purchasing/ordering materials, providing drawings of building projects, and overseeing the home repair/construction process from start to completion, and coaching and training volunteer home repair participants. The CS maintains the project files in Procore and monitors the budget for all the projects.

### Home Repair Project Management (Procore)- (30% of time)

ARM uses a web based/digital platform called Procore to track the home repair system. The CS is responsible for ensuring data is entered correctly and maintained in Procore. This includes uploading initial site and repair assessments and pictures, scopes of work (SOW), estimates, purchasing/ordering materials, drawings of building projects, and sub-contractor data to include licenses and insurance documentation. The CS monitors the project budget with the Housing Director and Administrator. All construction/home repair receipts are loaded and maintained in Procore.



### **Training Volunteers and Summer Program**

The CS is integral in ensuring volunteers complete repairs to standard and with the highest of safety procedures. ARM's goal is to render a home warm, safe, dry, and beautiful. The CS will utilize inspection processes to ensure these standards are maintained. The CS trains and coaches youth volunteers. ARM's seven-week summer ministry is the most robust and intense time of repair and can encompass multiple locations in Alabama. The CS oversees and mentors 3-9 summer interns serving as construction coordinators hosting the volunteer mission teams. The CS will teach basic project management and approve SOWs, estimates and other aspects of project management.

### **Housing Products and Partnerships**

ARM leverages housing programs and partnerships building capacity in the housing portion of its ministry. The CS, with the Housing Counselor/Director, will administer the requirements of such programs as the Auburn Community Development Block Grant, the Housing Trust Fund, and the USDA Rural Preservation products. ARM has a close partnership with the Auburn University Building Science Department and participates with service-learning initiatives. This requires working with college students and their schedules with mentorship in building and community service. The CS will help build and expand these partnerships.

### **Supervises a Property Manager/Construction Assistant**

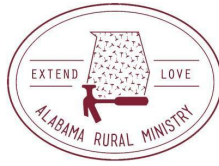
Has direct oversight and management of a part time property manager and ARM's assets. Academic interns may also fill this role. ARM has two office sites and a guest house, a small fleet of vehicles and trailers, and multiple tool storage sites. The property manager, under the direction of the CS, is responsible for the stewardship, maintenance and upkeep of ARM's physical sites, tools, building supply materials, vehicles, and other aspects of ARM's properties. This includes lawn and building maintenance, vehicle maintenance and keeping tools functional, organized, and clean. Most of the tools and materials are stored in a warehouse in Tuskegee.

### **ARM Team Member**

As part of a ministry team, the CS coordinates with other team members to further the ministry of ARM. This includes participating in daily standup huddles, weekly staff meetings, quarterly board meetings, and various tactical teams and work groups. Professional development includes but is not limited to reading books and publications and attending out of town conferences. Reports are provided to Board members periodically and upon request. Team huddles, meetings, and events are undergirded with prayer and use of biblical scripture as the basis of ministry principles.

## **Culture, Requirements, Skills, and Abilities**

### **Culture and Values**



ARM has culture and value statements that are critical for the success and chemistry of our team. These statements are attached as addendums to this document or found in the Personnel Handbook. All team members are expected to live into these culture and values statements.

### **Requirements**

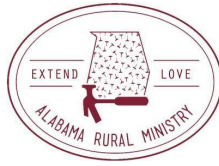
- A personal commitment to and active faith in Jesus Christ as Lord
- 1 year of construction experience and thorough knowledge of residential building construction processes, construction tools, and construction safety procedures
- Organize work and processes through a web based/digital project management system and manage construction budgets; must be able to learn and effectively use Procore
- Ability to drive up to 600 miles in a day for project management or special events
- Working from the ARM office in Opelika, AL. and weekly travel to Tuskegee
- Able to work with a team and group
- Maintain a personal growth plan developed with the Executive Director. The CS will meet periodically with the Executive Director for professional development
- Participate in daily huddles, weekly staff meetings and other organizational meetings
- Provide reports and assessments of construction project management

### **Skills and Abilities**

- Excellent skills in patiently relating to and communicating with diverse people both in person, electronically, and over the phone
- Excellent skills and attributes in working with youth and volunteers to coach and train in home repair and safety
- An incredible attention to detail and the ability to understand complex processes
- Proficiency in using digital tools such as Microsoft Word, Excel, and PowerPoint to create professional, organized documents
- Proficiency in web- based tools such as Mozilla Firefox or Google Chrome as well as Gmail, Google Drive, and Google Calendar
- Ability to learn new web-based tools for project management, specifically Procore
- Organizational and project management skills
- Basic knowledge of the Old and New Testaments of the Bible and willing to learn more

### **Preferred, but not Required**

- Any prior experience working with families and/or children living in low/fixed income households, especially in a social work context
- Experience volunteering with community service organizations
- Licensed or partial licensed residential home builder or general contractor
- BS Degree in a construction related discipline



- More than 3 years of construction and project management experience

## Physical Demands

The CS should be able to lift approximately 80lbs, climb a ladder, and walk on a roof. Extensive walking may be required in the summer. Able to work in extreme temperatures such as 90 or above temperatures in the summer and in cold temperatures in the winter.

## Work Environment

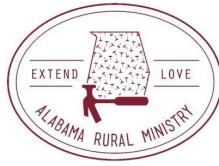
The CS will perform several of their tasks at the ARM office, which is located at Pepperrell United Methodist in Opelika, AL. Office hours are typically from 8a – 5p, Monday – Friday. Occasional visits to families living throughout the Lee and Macon areas and organizational meetings will also be required. ARM’s field office and main supply warehouse is in Tuskegee and drives to Tuskegee throughout the week are typical. Summer staff recruiting travel and some travel to and from Livingston, AL (approximately 180 miles west of Opelika) will also be required to facilitate home repair and day camp ministry in Sumter County. Most travel expenses will be paid by ARM except for in and around mileage (trips than 20 miles from the office). ARM provides work vehicles for travel.

## Conclusion

These roles and responsibilities are intended to convey information essential to understanding the scope of the position and the general nature and level of work performed by the CS. This position description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position and there may be other duties as assigned by ARM’s Executive Director.

## ARM Staff Team Covenant

1. We will be faithful to our mission of discovering, developing, and deploying spiritual leaders who, as disciples of Jesus, work to create sustainable homes, strengthen families, and build strategic community partnerships for the glory of God. We will read our mission together once a week.
2. We will be faithful to living out our culture each day which calls us to be friends who care for one another, to work as an organized team, to serve as a Christlike fellowship, to pray for the ministry and each other as a Spirit-dependent community, and to foster openness as a creative



collective. We will read our full culture statements together at the first staff meeting of every month.

3. We will come prepared to meetings, knowing the purpose for our meetings, and keeping our discussions confidential. We give each other permission to make “reality checks” during our meetings which allow us to be honest about our capacity and share our concerns.
4. We will handle any potential conflicts in a biblical way. We will start conversations with questions and seek to understand one another’s perspectives. The Bible (Matthew 18) serves as our guide on using conflicts as opportunities for mutual transformation.