

Home Repair Program Manager
Position Description
Habitat for Humanity of Louisa County

Title: Home Repair Program Manager

Reports To: Construction Manager

Job Summary: This is a volunteer position requiring approximately 6-8 hours of time per week. Responsible for working with the Operating Committee and the Construction team in planning, organizing and coordinating all aspects of the Home Repair Program for the Chapter.

Responsibilities and Duties:

- Be OSHA Competent Person certified (online training course provided by Habitat for Humanity)
- Evaluate the repair project requests in coordination with Home Repair Services Coordinator
- Provide a scope of work, estimate and project plan for each approved project
- Create an annual budget as well as budgets for individual projects
- Generate the Construction Agreement for each project
- Generate and track requests for county permits, if required
- Order building / repair materials for each workday and ensure delivery to the job site
- Maintain and track tool and equipment usage dedicated to the repair program
- Review invoices for repair projects in coordination with the Home Repair Services Coordinator
- Monitor project progress
- Manage compliance requirements (certifications, waivers, safety, etc.) for participating volunteers that work at the repair site
- Coordinate with Affiliate fundraising staff that generate grants, request donations etc.

Other functions:

- Conduct and coordinate outreach with partners and potential partner organizations, various community and service groups to benefit the repair program
- Report progress to the Operating Committee as required

Note: On average the HFH Louisa Chapter completes 5 to 7 home repairs per year in Louisa County.