



House Captain Description

The House Captain is key to the success of any house or facility repair event. Yes, it's more work than the average volunteer, but also twice the reward! The House Captain's role is similar to that of a Construction Project Manager or Site Superintendent, involved in all aspects from pre-planning and event day operations to post-event evaluation.

The Captain is not alone in this role - RTS staff will help you plan the scope of work and logistics. A Volunteer Coordinator (preferably, someone the house captain has selected) manages the volunteer logistics, homeowner relations and workday support. The House Captain must remain free of specific tasks to manage the project on the rebuild day. It is helpful to assign or delegate aspects of the project to assistants. For example, one assistant may be responsible for each of the exterior tasks, while another is responsible for the interior.

Our focus is on repairs that improve the health, safety, efficiency and curb appeal of the home. The typical repairs include carpentry, electrical, plumbing, step and fence repairs, paint, accessibility modifications, conservation measures.

What is the estimated time commitment?

Six weeks prior: two hour training and home visits

Two weeks prior: approximately 10 to 16 hours.

Rebuild Day: approximately 12 hours.

Follow up: depends on the amount of uncompleted work, if any.

What are the House Captain's direct responsibilities?

- Attend various House Captain meetings.
- Visit the site to meet the homeowner and see the house.
- Discuss the scope of work to be done with RTS staff- **Keep it simple!**
- Prioritize and organize the work to be done in advance of the rebuild day.
- Manage false expectations! **Don't make promises for work you cannot complete.**
- Determine the materials and supplies needed for the site.
- Manage the budget and stay within the allotted amount.
- Utilize any connections you may have for discounted or donated supplies or labor.
- Submit material and supply order forms to RTS by the due date.
- Submit skilled labor requests by due date.
- Work with the Volunteer Coordinator to determine the number and type of volunteers needed.
- Coordinate necessary preparatory work at the home site.
- Manage the site on the rebuild day, stressing **Safety** and **Quality**.
- Be a leader, *not* a worker. Clearly assign all jobs to volunteers.
- Be responsible for follow-up on jobs not completed on the rebuild day.
- Submit all receipts and paperwork to RTS in a timely manner.

Qualifications

- Strong project management skills and basic construction knowledge and skills
- Willing to work and serve people in blighted neighborhoods

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