



Job Title: Program Coordinator (full time)

Reports to: Executive Director

Mission: The mission of Home Works of America *is to show God's love through service to others, by repairing the homes of elderly and disadvantaged homeowners, assisting youth in their development, and empowering communities to care for their own members.* Home Works annually repairs approximately 150 homes across SC-NC-GA, and over the past twenty years has enabled more than 35,000 youth and adult volunteers to bring hope to more than 2,200 homeowners whose homes were in need of safety and structural repairs.

Purpose: The Program Coordinator must communicate and enhance the mission of Home Works through every personal interaction with homeowners, staff, and the youth whom we serve.

General Responsibilities: The Program Coordinator will oversee all home repair programs within a defined geographic area (Columbia and other assigned regions).

It is the responsibility of the Program Coordinator to ensure that:

- Uniform previews and assessments are conducted at each home we repair
- Safety and structural issues are properly addressed
- Permitting requirements and codes are met
- Volunteer Session Coordinators and Site Leaders are continually/adequately trained
- Safety policies are enforced
- Projects are appropriately accounted for and reported (in-kind donations, etc.)
- Logistics for each one-day or -long session are covered
- Materials and any contracted tasks are provided for each session
- The Home Works of America warehouse is maintained

General Expectations: As the mission of Home Works includes *both* home repair and the development of youth, the Program Coordinator will also be expected to:

- Compassionately engage elderly and disabled homeowners
- Comfortably lead youth, both by example and by oversight, in individual/group settings
- Skillfully engage people from different backgrounds
- Collaborate with a team for the good of the mission of the organization
- Flourish in a culture of delegated-empowerment and accountability
- Coordinate, lead and organize volunteers for home repair projects
- Creatively implement program changes for the sake of efficiency and effectiveness
- Effectively function in a flexible work environment, with sporadic weekend and overnight employment during home repair sessions.

Minimum Qualifications:

- Must have a High School Diploma and ten years of employment that evidences progressive responsibility and/or supervisory experience; or, a Bachelor's Degree and five years of employment that evidences progressive responsibility and/or supervisory experience.
- Must have a minimum of five years serving in residential or commercial contracting (must have or be able to renew a valid contractor's license)
- Must have technological competence for working with online database and utilizing Excel/Word platforms.
- Must have previous experience working with youth.
- Must satisfy a background check.
- Must have a valid and current SC Driver's license and satisfactory Driving record.

Position location: Columbia, SC (with regional oversight of assigned repair sessions across SC)

To apply for this position, please send resume, letter of interest to Jim Powell, Executive Director (via mail or email). Resumes will be received until the position is filled.

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Home Works of America
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