



Job title: Construction Site Coordinator

Reports to: YouthBuild Program Manager

Salary: \$41,000, plus benefits

Job Summary: The purpose of the Construction Site Coordinator position is to oversee the on-site training in the UCS YouthBuild program, an education and training program for young adults. In collaboration with community partners, members in the program learn basic construction skills and put those skills to use on a construction project. The role of the coordinator is to provide basic construction education including safety and tool use and be able to mentor young adults in the process. This position works as part of the YouthBuild team to ensure positive youth development happens.

Qualifications:

- Experience in coordinating and supervising construction work on-site as per job specifications.
- Experience working with young adults in a mentoring capacity.
- Be able to convey sufficient instructions to youth in order to complete assignments effectively and efficiently.
- Knowledge of ceramic tile installation and/or bricklaying a plus.

Specific Responsibilities:

- Coordinate, teach, and oversee the delivery of construction on-site training.
- Coordinate teaching and training goals of Multi-Craft Core Curriculum.
- Create an educational environment that helps youth learn from hands on experience.
- Assist YB Team to develop education and support programs that integrate the vocational experience.
- Coordinate on-site construction work with Reading Housing Authority and keep them informed on progress and site needs.



- Develop a construction plan and supervise youth in completing assignments, keeping accurate attendance records, and make timely reports.
- Provide safety training and monitoring while maintaining a clean and efficient work site.
- Provide safety training as needed for other UCS programming.
- Evaluate youth in completing assignments and provide guidance and support for them to take responsibility in their lives.
- Ensure that youth get consistent and adequate skills training and help youth set standards for appropriate behavior and problem solving.
- Be liaison to building trades representatives.
- Support the leadership development and counseling goals of the program through appropriate site activities and processes.
- Assist YB Team to develop and implement follow-up efforts.
- Work with YB team to understand the construction challenges and develop processes for all staff to work on problem solving.
- Keep YouthBuild Program Manager informed on the progress, problems, and needs of the on-site construction component.
- All other duties as assigned.