

Leadership Descriptions

Primary Point of Contact for Each Project

Each year during the last weekend of April, Rebuilding Together San Francisco completes over 30-40 residential and community improvement projects that help change the lives of thousands of people. One of the most critical elements of this work is the role of our key volunteers. These leaders are the **Construction Captain** and the **Volunteer Captain**.

Also, each project requires a single person to be the **Primary Point of Contact** whom RTSF staff will be in communication with. In the past there have been some challenges such as confusion about which Captain was supposed to do what or confusion on multi-sponsor projects. Therefore, for Rebuilding Weekend **RTSF staff will designate a primary point of contact, as designated by a red dot on the cover sheet in your binder.**

The **primary point of contact's** responsibility is to lead a team to prepare for and execute all aspects of a successful Rebuilding Weekend project.

As always the staff of RTSF will provide support throughout the planning process as well as during Rebuilding Weekend.

Volunteer Captain:

- Assist in recruiting volunteers skilled in building trades
- Coordinates with the Construction Captain to keep the project within the budget
- Secure the necessary resources that do not come from RTSF
- Communicates number and skills of volunteers to the Construction Captain well in advance
- Coordinates prep days and final walk-thru (with Construction Captain)
- Organizes lunch for the volunteer team on the workday
- Directs the work of volunteers on the workday
- Ensures that each person on site signs a waiver BEFORE they start working and that contact information is complete and legible.
- Distributes a Rebuilding Together T-Shirt to each volunteer who has completed a waiver form
- When available, share the homeowner Oral History with volunteers before the project or on the workday
- Conducts a final walk-through with the homeowner and volunteers at the end of the day to show what was accomplished
- Returns all receipts, clearly indicating all expenses to the RTSF office within 2 weeks of project date
- Completes Captain Evaluation and Post Project Survey and returns them both to the RTSF office within 2 weeks of project date

Construction Captain:

- Is responsible for planning a quality renovation project
- Assist in recruiting volunteers skilled in building trades
- Conduct an orientation meeting with volunteers at start of workday
- Meets with homeowner/facility rep throughout project to ensure that they approve of scopes of work and know what to expect
- Secure the necessary resources that do not come from RTSF
- Coordinates prep days and final walk-thru (with Volunteer Captain)
- Visits assigned project site and determines scope of work to be accomplished
- Coordinates with the volunteer captain to keep within project budget
- Determines number of skilled & unskilled volunteers needed

- Plans and organizes the work so that it can be completed by 4:00 pm on the workday
- Picks up and delivers supplies to the site in advance of the project
- Directs the work of volunteers on the workday
- Conducts a final walk-through with the homeowner and volunteers at the end of the day to show what was accomplished
- Returns all receipts, clearly indicating all expenses to the RTSF office within 2 weeks of project date
- Completes Captain Evaluation and Post Project Survey and returns them both to the RTSF office within 2 weeks of project date