



House Captain Description

The House Captain is essential to the success of any house or facility repair project. The House Captain's role is similar to that of a Construction Project Manager or Site Superintendent, as he or she is involved in all aspects of the project from pre-planning and event day operations to post-event evaluation.

The House Captain is not alone in this role. He or she will work closely with Rebuilding Together staff members, who will provide support in planning the scope of work and logistics. The House Captain will also be paired with a Volunteer Coordinator (preferably selected by the House Captain) who is responsible for managing the volunteer logistics, homeowner relations, and workday support. The House Captain must be willing to delegate, assigning specific tasks to volunteers so he or she can adequately manage the project on the Rebuild Day.

The primary focus of Rebuilding Together is to provide repairs that improve the health and safety of the home. Typical repairs include carpentry, electrical, plumbing, step and fence repairs, paint, accessibility modifications, energy and water saving measures, and exterior beautification.

What is the estimated time commitment?

- **Eight weeks prior:** Training – 2 hours
- **Seven weeks prior:** Home visit – approximately 3 hours
- **Five weeks prior:** Planning and scope of work development – approximately 5 hours
- **Two to three weeks prior:** approximately 10 to 14 hours
- **Rebuild Day Prep Day (optional):** approximately 8 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 1-2 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 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 skill level of volunteers needed
- Pick-up remaining supplies in advance of the Rebuild Day
- Coordinate necessary prep 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 general construction knowledge and skills helpful
- Willing to work and serve people in blighted neighborhoods

For more information about becoming a House Captain, contact Trysh O'Connor at 916-455-1880 ext. 8 or email at toconnor@rebuildingtogethersacramento.org