

**Pittsburgh Habitat for Humanity
Committee Job Description**

Building Committee Volunteer

Position: Member of the Building Committee

Accountable to: Chairperson of the Building Committee

Description:

The Building Committee works closely with the Site Selection Committee in choosing the area in which to work and the type of construction that best fits both the needs of the local community and Habitat's goals. The committee must then establish guidelines for the type of work the affiliate will do, dealing specifically with the materials, amenities, and design criteria for the work. The committee should develop and implement a construction plan and then evaluate the performance of the construction organization.

Expected Commitment:

A minimum of six months is required.

Responsibilities:

1. Attend monthly committee meetings.
2. Become aware of Pittsburgh Habitat.
3. Continually seek through design, materials, and techniques to improve the cost/quality relationship of our construction.
4. Be alert to improvements in our houses, which would better meet the needs of our families.
5. Continually seek to encourage the development of relationships with builders, contractors, sub-contractors, suppliers, etc.
6. Provide support and guidance to Habitat's construction administrator and supervisor.
7. Make recommendations to the board during the annual planning process as to the number of houses to be built each year and develop a budget to cover construction costs.
8. Appoint committee members to seek and obtain contributions of materials and services.
9. Stay in close communication with the Site Selection Committee in order to acquire necessary sites in a timely manner.
10. Develop a construction specific volunteer program to provide consistent, dependable, on-site support for Habitat construction staff.

Outcomes/Goals:

Within the framework of Habitat's requirements for sweat equity, the maximum use of volunteers and the maintenance of quality standard, oversee the building of the number of houses set by the Board during the annual planning process.

Training and Support Plan:

Training and support will come from the Chair of the Building Committee and other Building Committee members.

Qualifications:

Experience in building and or construction is desirable.