



REBUILDING TOGETHER AURORA, INC.

House Captain

The House Captain role is a volunteer leadership position. Each House Captain is assigned to a home or community project that is participating in the April Rebuilding Event with Rebuilding Together Aurora (“RTA”). House Captains are to be considered the “project manager” for the work to be done on their assigned home.

Duties of the House Captain include: being the **key** person responsible for developing a relationship with the homeowner, visiting the home in order to become familiar with the work scope, developing a work plan and maintaining a budget, purchasing material and supplies, ensuring with RTA staff all necessary tools are available for volunteers, overseeing the skilled work done on site, making key decisions, managing a safe and quality project, seeing the work scope through to completion, and ensuring the homeowner, volunteers, and others involved have a meaningful experience.

A House Captain will be supported by a Co-Captain on event day, whom will assist with project coordination, communication with homeowners, and management of general labor volunteers on event days.

Time Required: April build season runs from the beginning of February to the first weekend in May. *House Captains must be able to work both event days and agree to manage all teams & individuals assigned to the home.*

Qualifications: Have a basic knowledge of the working systems within a home, have strong leadership skills, and be able to run a project from start to finish.

Pre-Event Day

Event Day

Post Event day

<ul style="list-style-type: none"> • Attend the Captains training • Visit with the homeowner • Confirm a work scope, including priorities, resources, materials and supplies, and a schedule for the work (what work needs to be completed prior to work day vs. work to be completed on the day of the build) • Perform/schedule/ oversee skilled worked to be done • Assist and or purchase and materials/pick up materials and maintain budget (obtain and save receipts) • Arrange with RTA staff for skilled labor and tools needed that volunteers cannot provide • Assign co-captain to a general skilled work scope to lead on event day 	<ul style="list-style-type: none"> • Provide “orientation” meeting for volunteers • Organize teams, assign leaders, and assign tasks to be accomplished • Conduct necessary safety training, etc. • Take charge at the work site and manage the skilled projects • Check in with Co-Captain to ensure completion of general projects • Make key decisions and approve additional expenditures needed • Ensure that quality work is done • Perform a final walk through with the homeowner and have the homeowner sign the Homeowner Completion form 	<ul style="list-style-type: none"> • Organize with RTA staff to finish any remaining work • Return the credit card • Provide RTA with receipts for all purchases and invoices for any services needing to be paid for • Provide feedback related to homeowner, work performed, work not completed, lessons learned, etc.
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Co-Captain

The Co-Captain role is a volunteer leadership position. Each Co-Captain is assigned to a home that is participating in the April Rebuilding Event. The Captain serves as the main support to the House Captain (who serves as the “lead project manager” for the assigned home.). It is the Co-Captains roll to come alongside the house captain on official rebuilding event days to:

- Help lead management of volunteers for all general labor assigned tasks to be completed that day. (Don’t have construction experience? Don’t worry. House Captains are the skilled construction manager on site. The co-captain does not need construction experience just the willingness to help ensure leadership to complete tasks on event days.)
- Assist with work scope coordination and set up worksite for what general volunteers will be completing that day before volunteers arrive.
- Attend morning rally and bring your assigned volunteers back to site.
- Provide volunteers with instructions and assignments to start and complete the work scope for the day
- Ensure assigned volunteers receive lunch and stay hydrated through the day
- Ensure that the volunteers are busy and productive throughout their work day. We have work that needs to be completed in one day and standing around takes a heavy toll on this goal.
- Serve as a homeowner liaison that day to help ensure that the homeowner is aware and comfortable as there are many volunteers in their home

Time Required: Must be available on official April Rebuilding Event days and attend Co-Captain training in March.

Qualifications: Be able to lead a set of volunteers, manage efficiency on-site, and have strong communication skills.