Operation Fresh Start | Position Description

www.operationfreshstart.org
Phone: 608-244-4721

POSITION:	Carpenter
REPORTS TO:	Director of Build Academy and Construction
HOW TO APPLY:	**Submit resume on Indeed.com Self-Identification Form (optional)**

STATEMENT OF EQUITY AND INCLUSION: Operation Fresh Start is an affirmative action/equal opportunity employer. Operation Fresh Start is committed to building a community of equity and inclusion. We strongly encourage applications from women, underrepresented minorities, persons with disabilities, LGBTQI+ groups, sexual minority groups, and any other candidates who will contribute to the diversification and enrichment of other's life experiences and perspectives.

ORGANIZATION/PROGRAM DESCRIPTION:

Our Vision: All youth ages 16–24 are assets in our community.
Our Mission: Operation Fresh Start empowers emerging adults on a path to self-sufficiency through education, mentoring, and employment training. OFS programs offer youth and young adults' opportunities to gain meaningful, supported work experience, earn a high school diploma or occupational credential, and continue on to higher education and/or self-sustaining employment.

ABOUT OPERATION FRESH START: OFS programs are designed for a critical time in life: the transition to adulthood. They provide a path forward for emerging adults through mentoring, education, and employment training. OFS program participants earn their high school diploma, driver's license, and certifications in the construction and conservation fields, and gain college/career readiness skills. Program participants are all also giving back to the community – building affordable homes for low-income families, and completing conservation projects and environmental justice work in city and county parks. After program completion, OFS staff continue to support program graduates as they transition into post-secondary education and/or self-sustaining employment.

PURPOSE: The Carpenter plays a key role in the professional development of our emerging adults. The Carpenter trains, supervises, and mentors a crew of young adults in residential and/or commercial construction. The goal of the program is to assist young adults to become successful, self-sufficient adults ready for employment.

HOURS: This is a Full-Time position. Scheduled work hours are 6:30 a.m. to 4:30 p.m. Monday through Thursday.

WORK ENVIRONMENT: This is an on-site position located at 2670 Milwaukee St, Madison WI with a typical field work.

COMPENSATION AND BENEFITS: Starting salary is $58,000 - $68,000 per year, depending upon qualifications and experience. Our competitive benefits package includes generous vacation, sick, personal, and holiday paid time off, maternity/paternity leave, FSA, HRA, 403(b) retirement fund and 403(b) matching, health, dental and vision insurance.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

Preferred Qualifications

- Home building and/or carpentry experience strongly preferred.
- Strong interpersonal skills.
- Experience in teaching, counseling, and/or coaching is desirable.
- Valid Wisconsin driver's license and good driving record required.
- Strong desire to help emerging adults find success in the trades

DUTIES AND RESPONSIBILITIES

The following duties are typically expected of this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Construction

- Supervise a crew of 5 – 8 young adults in the completion of projects.
- Motivate crew members to work together as a team
- Plan and coordinate crew work activities.
- Coordinate materials and equipment procurement with other staff.
- Manage project process and quality of crew members' work.
- Enforce and instruct crew members in the safe use and maintenance of hand and power tools according to all OFS safety rules, guidelines, and policies.
- Communicate regularly with Project Manager concerning project progress, material needs, appropriate building techniques, and needed technical assistance.
- Maintain work site in a clean, orderly, and professional manner; maintain and properly care for van, tools, and equipment.
- Establish and maintain a professional relationship with community partners and in the immediate neighborhood of the construction site.

Mentoring, Guidance, and Participant Growth

- Establish a positive relationship bond with participants.
- Assess each participant's employment skills, social competence, and emotional wellbeing.
- Provide on-site supervision, training, education, and guidance to participants in a manner consistent with an Individual Service Strategy.
- Serve as a member of a case management team, provide periodic written evaluation for each crew member to help crew members achieve their goals.
- Maintain a daily log book to record attendance and significant events.
- As a mentor, help youth develop lifelong skills, learn from mistakes and successfully transition into a construction trade.

Administration

- Prepare and complete all required paperwork.
- Assist crew members to complete card copy and electronic timesheets

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

RESUME FOR THIS POSITION IS REQUIRED.

SUBMIT TO INDEED.COM:
Operation Fresh Start
Attention: HR Department
2670 Milwaukee Street | Madison, WI 53704