OPERATION FRESH START
POSITION DESCRIPTION

POSITION: Youth Mentor/Coach Construction
REPORTS TO: Construction and Conservation Manager

ORGANIZATION/PROGRAM DESCRIPTION:

Our Vision: All youth ages 16–24 are assets in our community.
Our Mission: Operation Fresh Start provides disconnected youth a path to self-sufficiency.

Operation Fresh Start (OFS) provides a path forward for disconnected youth in Dane County 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.

PURPOSE: The Youth Mentor/Coach - Construction leads his/her crew of young people ages 16–24 through transformational change as they engage in all aspects of carpentry and general labor building affordable housing. Working with a Case Management Team with a classroom teacher and placement staff, this position has a key role assisting young people to develop good work skills, completing a high school diploma and transitioning into work or college. You will have a case load/crew of seven to thirteen youth. The goal of the program is to assist young people to become successful, self-sufficient adults. The ideal candidate has house building, carpentry and/or construction experience and a desire and aptitude to help young people overcome obstacles and mistakes.

HOURS: This is a full-time position - 7:15 a.m. to 5:15 p.m. Monday through Thursday

SALARY: Starting salary is competitive with other mid-size nonprofits. Benefit package includes paid vacation, sick, personal, holiday, maternity/paternity leave, flexible savings account, and insurance (health, dental, disability and life).

RESPONSIBILITIES AND DUTIES
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.

1. Mentoring and Participant Growth
   - Establish positive relationship "bond" with participants
   - Assess each participant’s employment skills, social competence, and emotional health
   - Work with the youth and other staff team members to develop an Individual Service Strategy (ISS) to help the young person achieve employment, educational, and personal goals
   - Provide on-site supervision, training, education, and counseling of participants in a manner consistent with an ISS
   - As a member of a staff team, provide a periodic written evaluation for each crew member
   - Maintain daily plan.log book to record attendance and significant events
- Communicate effectively with co-workers, on a daily basis, to strengthen participant programming
- Communicate professionally with participant's social worker, probation agent, family members as required
- Coordinate with case management team to provide the young person with the training and support leading to successful outcomes
- Ask questions. In this position you don’t need to know everything, you do have to be consistent, show you care and always be willing to learn

2. **Administration**
   - Prepare and complete all required paper work.
   - Assist Crew members to complete card copy and electronic timesheets.

3. **Construction of Affordable Housing**
   - Supervise a crew of seven to thirteen youth in the completion of new or remodeled homes
   - Plan and coordinate crew work activities and coordinate materials and equipment procurement with other staff
   - Assign participant work duties; motivate crew members to work together as a team
   - Monitor project process and quality of crew members' work
   - Instruct crew members in the safe use and maintenance of hand and power tools; implement and enforce 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 the community in the immediate neighborhood of the housing site

**QUALIFICATIONS**

- Home building experience
- Carpentry and/or conservation skills
- Strong interpersonal skills
- Experience in teaching or counseling is desirable.
- Valid Wisconsin driver's license and good driving record required

OFS conducts several background checks prior to employment. Criminal background does not necessarily preclude employment at Operation Fresh Start.

**RESUME AND COVER LETTER REQUIRED:** Please send resume and cover letter describing your relevant experience.

**SUBMIT TO:**
Operation Fresh Start
Attention: Melinda Gleason
2670 Milwaukee Street | Madison, WI 53704
mgleason@operationfreshstart.org

Operation Fresh Start is an affirmative action/equal opportunity employer
Women and minorities are encouraged to apply