



## **JOB DESCRIPTION**

**POSITION TITLE:** Project Management Intern

**REPORTS TO:** Director of Volunteer Programs

**JOB CLASSIFICATION:** Full-Time/ Non-Exempt

**COMPENSATION:** \$19.50/hour

**PERIOD:** May 2024 to August 2024

Schedule: Shift – approximately 8 hours per day between the hours of 8:00 a.m. to 4:30 p.m. with 30-minute lunch break unless arrangements have been agreed to by the employer and the employee; 5 days/week. Usually 40 hours/week.

### **JOB SUMMARY:**

Brothers Redevelopment Project Management Intern works with other staff to organize and carry out the organizations volunteer programs. This is intended to be a general description--duties can be shifted according to the skills and interests that each Project Management Intern person brings to the program. Candidates for this position must meet the following qualifications.

### **ESSENTIAL FUNCTIONS:**

- Facilitate exceptional service experiences of all volunteers who partner with Brothers Redevelopment. Maintain well organized, efficient, work sites and clearly communicate the mission and programs of Brothers Redevelopment.
- Manage volunteer work projects which involve painting, yard work, and minor house repairs. Other responsibilities include facility management, vehicle upkeep, test the exterior paint of houses for lead, and contain houses that have lead-based paint.
- Communicate clearly with all clients and maintain an elevated level of respect and compassion while working on their homes.

### **Daily Tasks include:**

1. Give the Brothers Redevelopment orientation speech to volunteers.
2. Drive and/or guide groups to and from work sites throughout the metro area.
3. Work with BRI groups at different work sites. Assist with leadership and oversight at work sites to provide continuity and ensure that the experience and quality of work is satisfactory.
4. Provide feedback, criticism, new ideas, etc. to help with the continued evaluation of the program.
5. Help with the special volunteer programs of BRI during the summer. You may be required to work some Saturday's.
6. Communicate project completion, time frame estimates, and any issues, to volunteer manager.
7. Follow EPA regulations to contain houses that have lead-based paint.
8. Develop positive relationships with Paint-A-Thon recipients and volunteers to strengthen community.

To perform the job successfully, an individual should demonstrate the following competencies:

- **Attendance/Punctuality**- Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability**- Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Safety and Security**- Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

#### **QUALIFICATIONS:**

1. Respect for people from diverse backgrounds who may have very different beliefs.
2. Open to working varied hours; evenings, occasional Saturdays, and early mornings.
3. All staff must have a valid driver's license and the ability to drive Brothers Redevelopment work trucks to haul materials while leading groups to work sites.
4. Display responsibility and maturity in peer relationships and in accepting work assignments.
5. Be honest and open in communicating issues, whether personal or group related that could negatively affect volunteer programs.
6. Desire to work with volunteers of all ages.
7. Be able to lift, move, and load 60-pound ladders safely onto truck ladder racks.
8. Be able to carry paint weighing in excess of 50 pounds.

#### **REQUIRED EDUCATION AND EXPERIENCE:**

- Must have a valid driver's license.
- Must have reliable transportation.

#### **MENTAL DEMANDS:**

- Most of the duties are varied and regularly require analysis, comprehension, or limited judgment and discretion. Some of the duties may not conform to standard practices requiring the use of the analysis and interpretation to resolve problems.
- Requires the use of mathematical skills.
- Requires continuous concentration, alertness, and attention to detail.
- Requires an intermediate level of accounting and mathematical abilities.

#### **PHYSICAL DEMAND CLASSIFICATION:**

##### **PHYSICAL AND COMMUNICATION DEMANDS:**

- Constant (67-100%): Forward reaching, grasping, handling, fingering, vision, hearing, sight with color perception, writing or composing in the English language, reading.
- Frequent (34-66%): Sitting, talking to coworkers, talking on the phone, responding to written/verbal requests from coworkers, responding to written/verbal requests, receiving verbal instructions, receiving written instructions.
- Occasional (1-33%): Standing, walking, stair climbing, bending, squatting, kneeling, stooping, crouching, climbing, twisting, side bending, over-head reach, talking to customers, written communication to customers.

**DESCRIPTION OF TASKS:**

- *Pushing/Pulling: Occasional pushing/pulling is required when the employee is using hand truck to move files or office supplies. Force pounds were estimated to be up to 25#.*
- *Lifting/Carrying: Occasional lifting/carrying is required when the employee is moving files, boxes, and office supplies. Force pounds were estimated to be up to 25#.*
- *Sitting: The employee sits constantly at a work station or desk.*
- *Standing/Walking: Alternate standing and walking is performed occasionally when employee is walking to make copies at the copying machine, faxing documents, or going to assist others in the company.*
- *Climbing: Climbing is performed when the employee needs to climb onto a step stool to reach items on shelves.*
- *Bending/Stooping/Crouching: Forward torso bending, stooping and crouching may be preference of the worker when reaching or material handling at lowered work surfaces, and/or reaching for items on the lower shelves.*
- *Squatting/Kneeling: These techniques can be used by the employee when performing lifting, carrying, or with position tolerance tasks. Squatting/kneeling can be applied up to 1/3 of the workday.*

This position has regular verbal and written contact with administrative personnel, middle, and senior management. The nature of these communications range from a routine exchange of information to a process of securing information and/or responding to inquiries where explanation and discussion may be required using judgment.

**EQUIPMENT, MACHINES, TOOLS USED:**

Computer software, scanner, printer, telephone, copier, facsimile machine, calculator, postage machine, paper cutter, and hand truck. May use other equipment as required for the position.

**DESCRIPTION OF WORK ENVIRONMENT:****Environmental Exposure:**

Outdoors: 90% Temperature: Fluctuates with outdoor temperature (be prepared for cool to hot weather)

Work is performed primarily outdoors unless employee is required to go into the office on errands. Employee will be in contact with chemicals (i.e., in office: toner for copier and facsimile machines; outside: paint, paint thinners, paint remover), and materials (i.e., paper) normally found at offices. Employee will also be exposed to minimal noise and vibration.

**Vision and Hearing:**

Must be able to clearly see the computer monitor with or without corrected vision. Must be able to judge or distinguish distance and space relationships.

Must be able to hear within a normal range with or without a hearing device.

**ADDITIONAL INFORMATION:**

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee’s Printed Name