

Habitat for Humanity of Greater Indianapolis  
*Volunteer Position Description*

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**Position Title:** Tiger Leadership Development Program  
**Responsible to:** Site Superintendent/House Leader on Site  
**Staff Liaison:** Construction Staff, Wes Green/Volunteer Services, Alexa Popcheff  
**Time Commitment:** 3-4 days per week

**Position Overview:**

Tiger Leadership Development team members will acquire the needed skills to be a strong leader in non-profit and construction management fields. Once the required training coursework is completed, they will provide leadership, instruction and excellent customer service for a small group of build site volunteers (approx. 6-8). While providing a positive experience, Leadership Development Tiger members will also focus on a specific construction task, where they will ensure the project is completed safely and with quality workmanship.

**Responsibilities:**

- Complete orientation/construction and leadership training sessions.
- Attend weekly check-in meetings with Construction Manager.
- Take direction from the Habitat Site Superintendent or Build Sponsor.
- Possess basic knowledge of Habitat history and mission in order to positively represent Habitat to all volunteers and others on-site.
- Ensure that the construction manual policies and procedures are followed.
- Demonstrate construction techniques to volunteers. Oversee, correct and redirect when appropriate.
- Watch for safety issues, correct potentially dangerous situations immediately.
- At end of day, notify the Site Superintendent of any materials/supplies/tools that are needed for the site, as well as the status of any tasks not completed.
- With the Construction Manager, identify a specific need within Indy Habitat and develop a personal legacy project that will be able to utilized on an on-going basis.
- Other duties as assigned.

**Qualifications or Special Skills:**

- 18 years or older
- Own source of transportation
- Excellent people and communication skills (position is the “face of Habitat” to many new people)
- Possess a willingness to learn and be a part of Habitat and its mission
- Previous Habitat volunteer experience a plus
- Willingness to work Saturdays

**Training:**

- Tigers in Leadership Development will complete Habitat 101, a 2-3 hour evening course.
- Will complete a 6-hour worksite safety course with the Habitat Construction Manager.
- Will experience 5 days on a worksite as a regular volunteer.
- Will complete a Leadership Development course.
- Will lead a small group of volunteers in their specific trade under the direct supervisor of a Habitat Superintendent.

**Performance Measurement:**

- Leadership Development Tiger Team members will meet weekly to receive updates and report the completion of their courses/requirements.