 **Position Description**

**Carpenter**

**POSITION:** Carpenter

**REPORTS TO:** Director of Build Academy and Construction

**HOW TO APPLY:** Email Resume to [ofshr2670@gmail.com](mailto:ofshr2670@gmail.com) or apply on our website at <https://www.operationfreshstart.org/jobs/>

**ORGANIZATION 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.**

**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.

For additional information please refer to [Construction Supervisor Video](https://www.youtube.com/watch?v=iTqtQNpJDzg&feature=emb_title)

**SALARY:** The starting salary is between $50,000 to $60,000 annually, depending upon qualifications and experience.

**BENEFITS:** Generous benefits package includes paid vacation, sick, personal, holiday (including paid week between Christmas and New Years), maternity/paternity leave, flexible spending plan, 403(b) retirement fund, health, dental and vision insurance.

**HOURS:** This is a full-time position with a 3-day week-end. A normal schedule would be Monday through Thursday 6:30 – 4:30pm.

**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. **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.
2. **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.
3. **Administration**
   * Prepare and complete all required paperwork.
   * Assist crew members to complete card copy and electronic timesheets.

**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

**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. Along with transforming the lives of participants, OFS programming also benefits our community. Participants build affordable homes and complete conservation projects to promote environmental equity and maintain the natural beauty of city and county parks.

**STATEMENT OF EQUITY & 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.

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

**TO APPLY:** Please submit resume to:

Operation Fresh Start  
Attention: Mckenzie Newman  
2670 Milwaukee Street  
Madison, WI 53704  
mnewman@operationfreshstart.org  
608-244-4721, Ext. 131