 **Operation Fresh Start  
 POSITION DESCRIPTION**

**POSITION:** Legacy Construction Supervisor

**REPORTS TO:** Director of Legacy and Conservation

**How to Apply:** Apply online at <https://www.operationfreshstart.org/employment> or email resume to [ofshr2670@gmail.com](mailto:ofshr2670@gmail.com)

**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, 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, 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 Construction Crew Supervisor leads and trains and supervises a crew of 8–13 young people to construct or remodel homes. OFS Construction Supervisors work as a team with other direct service staff, including classroom teachers, placement staff, and other support staff, to provide a comprehensive job skill, educational, and personal development program to emerging youth, ages 16–24. 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. Specific job duties are listed below.

**COMPENSATION AND BENEFITS:** Starting salary is $45,000 - $55,000 per year, depending upon qualifications and experience. Our amazing benefits package includes paid vacation, sick, personal, and holiday paid time off, maternity/paternity leave, FSA, 403(b) retirement fund and 403(b) matching, fantastic health, dental and vision insurance.

**HOURS:** This is a full-time position - 7:15 a.m. to 5:15 p.m. Monday to Thursday with a three-day weekend.

**WORK ENVIRONMENT:** Operation Fresh Start is located on Milwaukee Street in Madison, WI. The position involves travel to city and county parks, primarily in Dane County and surrounding areas.

**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 8 to 13 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; 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 for the housing site.

**Mentoring, Guidance, and Participant Growths**

* + Establish and positive relationship “bond” with participants.
  + Assess each participant’s employment skills, social competence, and emotional health.
  + Work with Case Management Team members to develop an Individual Service Strategy to help each young person achieve employment, educational, and personal goals.
  + 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.
  + Maintain a daily log book to record attendance and significant events.
  + Communicate professionally with participant's social worker, probation agent, family members, etc.
  + Communicate regularly with Case Management Team and other staff about participant progress.
  + As a mentor, help youth successfully grow, learn from mistakes and successfully transition   
    into adulthood.

**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 or counseling is desirable.
* Valid Wisconsin driver's license and good driving record required

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

**RESUME REQUIRED**

Please send resume describing your relevant experience.

Operation Fresh Start is an affirmative action/equal opportunity employer

SUBMIT TO: Mckenzie Newman, Human Resource Generalist

[Ofshr2670@gmail.com](mailto:Ofshr2670@gmail.com) | 608-244-4721 ext. 131