



Builder Captain

The importance of a Builder Captain cannot be overstated. They are influential, well known and immensely respected members of the building community. They are knowledgeable, qualified, and capable of harnessing industry resources to build shelter at a reduced cost. They are generous with their time, energy, and resources.

Simply put, Builder Captains are the “marvel” of our shelter development program.

1. You will run the job as if it is one of your own.
2. Be involved in the initial assessment of the site and meet with the service provider.
3. Review the project plans and oversee the completed project design, scope of work, and create, implement, and maintain the project construction budget.
4. Donate 100% of their project management time and skills as an in-kind donation to the project.
5. Identify and recruit subcontractors and suppliers to assist in construction and encouraging them to donate or discount product and services.
6. Assign a construction superintendent to control the day-to-day construction process and ensure the timely completion of the project with the assistance of the Executive Director.
7. Participate in Project Team meetings consisting of representatives from the service provider, HomeAid and the Builder Captain to ensure ongoing communication between team members
8. Provide HomeAid with an up-to-date list of trade contractors scheduled to work at the site for insurance purposes.
9. Provide information to HomeAid so that we can maintain accurate records of all subcontractors, suppliers, and others participating on the project and the total market value of work performed. Additionally, if any subcontractors and suppliers donate all or a portion of their materials or labor. Please provide the value of this donation. The donation value of project management by the Builder Captain should also be provided to HomeAid.
10. Review all invoices from subcontractors to ensure their accuracy prior to sending to service provider for payment. Including contact information, actual bid, and dollar value of in-kind donations.
11. Participate in donor recognition events for all the trades and volunteers at the end of the project.