



MATE HOUSING MINISTRY Site Supervisor

ABOUT THE POSITION

- **Employment Category:** Independent Contractor or Volunteer
- **Duration of Employment:** June 22nd - June 29th, 2024
- **Location:** Farmington, ME.
- **Compensation:**
 - **INDEPENDENT CONTRACTOR:** \$1,000
 - **VOLUNTEER:** Lodging Provided and \$250 Food Stipend
 - **MILEAGE REIMBURSEMENT:** 67 cents per mile traveled with personal vehicle between job sites and MATE headquarters during the week of June 22nd to June 29th, 2024

ABOUT THE ORGANIZATION

Mission at the Eastward (MATE) is a faith-based nonprofit that provides volunteer home repairs, transitional housing, and youth outreach to create lives of hope, dignity, and security in Central Western Maine. Our primary program, MATE Housing Ministry (MHM), offers one of the most enriching and rewarding service opportunities in the country. Each summer, 300-400 volunteers from around the east coast travel to rural Maine, usually for a week at a time, to conduct critical home repairs for mostly low-income families and the elderly. Our service keeps people safe and healthy in their homes and out of the devastating cycle of homelessness. Arguably, the most important part of our service is the deep bond that's developed between staff, volunteers, and homeowners that delivers help, hope, and connection to all who are involved in the experience.

POSITION SUMMARY

The Site Supervisor helps to ensure that operations run smoothly and quality home repairs are provided during our busiest week of the year. Site Supervisors are responsible for overseeing 1-2 worksites throughout the week. They are the go-to reference for volunteers on their dedicated worksites when problems or questions arise. The Site Supervisor empowers volunteers to succeed and to provide an excellent ministry experience and connection with the homeowners we partner with on repairs. This position reports directly to the Operations Manager.

Common Duties of a Site Supervisor:

- Assist in obtaining and delivering needed tools, equipment and materials to worksites throughout the week
- Working with and directing work on the site by volunteer groups to ensure safety and efficiency
- Assisting with orientation of volunteers, including conducting work site tours on Sunday
- Oversea and assist in the cleanup of worksites at the end of the week and the return of unused materials and borrowed tools to the MATE headquarters

CANDIDATE DESCRIPTION

Required

- Experience with home repair tasks, methods, tools, and materials
- Effective communicator

Desirable

- Experience working with, supporting, teaching, and directing volunteer groups
- Experience working with homeowner clients
- Supervisory experience
- A "heart" for the mission
- Experience as a MATE volunteer or in other home repair service