



Assistant Site Supervisor Internship

Position Title: Assistant Site Supervisor Intern

Department: Construction

Reports To: Director of Construction

Date: August 29, 2025

OVERVIEW

The Assistant Site Supervisor Intern is a construction crew leader who plays an integral part in building homes. They lead groups of skilled and unskilled volunteers and homeowners in construction activities while maintaining a safe, efficient work environment, thus developing, and enhancing their volunteer management and construction skills. This position reports to the Director of Construction and is offered on a 12-month temporary contract, commencing from the start date.

IDEAL CANDIDATE'S KNOWLEDGE AND SKILLS:

- Has some experience with carpentry and/or residential construction
- The ability to work with a diverse group of people
- Strong verbal communication skills
- Experience working with volunteers, instructing individuals, or facilitating groups
- Experience working as a member of a team

RESPONSIBILITIES:

- Assist with all aspects of hands-on construction tasks including, but not limited to, demolition, site prep, framing, insulation, drywall, flooring, painting, roofing, finish carpentry, and landscaping
- Projects may include new construction, rehabilitation, critical home repair, and weatherization projects. Additionally, candidates will be required to travel to organizations that sponsor 'Hammers Up' events. During these events, Habitat leads the sponsor organization's team members in building and setting up panels at their location.
- Lead small groups of volunteers (up to 10 to 15 volunteers) and facilitate safe and positive experiences for everyone working on site
- Identify build site volunteers who would be a good fit for Habitat Susquehanna's core volunteer team
- Maintain site safety by adhering to Habitat construction safety policies, modeling best practices and guidelines, volunteer instruction, and site monitoring
- Assist construction team in transport, loading, unloading, and organizing building materials, tools, personal protective equipment, etc. at our warehouse and storage containers



- Participate in weekly production meetings and monthly safety meetings at the Bel Air office where construction team debriefs and plans for the week
- Assist with volunteer recruitment and recognition on our build sites by taking photographs of core volunteers, volunteer groups, and other participants. Assist the Home Program Manager by photographing Habitat Homebuyers volunteering at the build site and helping staff with cleaning and setting up Home Dedications, which are celebrations of the completion of homes' construction.

QUALIFICATIONS:

- Must be at least 18 or older
- Must have a high school diploma or GED
- May have recurring access to vulnerable populations and must satisfy the National Service Criminal History Check eligibility criteria
- A current valid driver's license and a clean driving record
- Candidate will require a personal vehicle

Physical requirements

- Ability to be on one's feet for extended periods of time, often on rough and uneven terrain
- Ability to lift at least 50 pounds on a regular basis
- Ability to work on ladders and heights up to two stories
- Ability to work in varied weather conditions. (Sites are often not heated during winter and not air-conditioned during summer)

WORKING CONDITIONS:

This position involves working across multiple active construction sites located in Cecil and Harford Counties. Job sites may feature rough and uneven terrain, requiring physical agility and awareness. The role includes both indoor and outdoor tasks and will be performed in various weather conditions. Construction tools will be provided. The candidate will collaborate with multiple managers and teams throughout the internship.

BENEFITS:

- Twelve paid holidays, plus office is closed from Christmas Eve through New Year's Day
- Generous personal time off
- Mileage reimbursement
- Access to low-cost housing throughout the duration of your internship
- Ability to gain hands-on experience and develop valuable skills in the construction trade
- Meaningful and rewarding work



Salary: \$18 per Hour

Experience level: 0 to 2 years

Schedule: Part Time (28 hours)

Ability to commute/relocate: Reliably commute or planning to relocate before starting work (Required)

Work Location: Position will require travelling to multiple construction sites in Cecil and Harford Counties

Please submit a cover letter and resume to ilanigan@habitatsusq.org

ABOUT HABITAT FOR HUMANITY SUSQUEHANNA: Seeking to put God's love into action, Habitat for Humanity Susquehanna builds strength, stability, self-reliance, and shelter for low-income families living in substandard conditions through its homeownership, financial education, and home repair programs. Its vision is to create a community where everyone has an affordable and decent place to live. It also runs a ReStore, which sells donated building supplies and home furnishings to help fund its mission.

Habitat for Humanity Susquehanna is a locally run affiliate of Habitat for Humanity International and serves Cecil and Harford Counties. Habitat for Humanity Susquehanna is an Equal Opportunity Employer.