



## CREW CHIEF RESPONSIBILITIES

The Crew Chief is an adult volunteer who brings construction skills and experience to a project. Crew Chiefs supervise a crew of volunteers in completing a series of tasks on one or more work sites at a project. In this role, the Crew Chief should:

- Bring tools that will be needed during the week for your particular work site, or make arrangements with ReConstruct staff for necessary equipment.
- On the first day of the project, lead your crew in safety training. Demonstrate the proper use of tools and of handling materials. This is a good time to teach the difference between a 1X4 and a 2X6 and to introduce your crew to any tools they may not be familiar with.
- Lead and guide the work of one crew at a project.
- Be a good steward of time and materials. Discourage waste and horseplay.
- During the day, train the crew to do assigned tasks (measuring, cutting, hammering, et cetera). Tell them how, show them how, then let them try. Teach safety, especially regarding the use of ladders and power equipment. Be an example by following the rules yourself.
- Plan ahead so that you are prepared to leave the work site at the scheduled time each day and not before.
- Watch out for crew members with special needs or who may need closer supervision or attention.
- Complete work agreed to on the Work Site Information Form. Identify to ReConstruct staff any work not expected to be completed as early as possible. Work with ReConstruct staff to make sure there is a plan to complete any unfinished work.
- Share your progress and your problems with ReConstruct staff daily.