



Carpenter

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

Work Team:	Operations
Reports To:	Operations Manager
Position Classification:	Long-Term Volunteer; or Seasonal Head
Length of Service:	1+ year commitment; or 3-5 months

POSTION SUMMARY

Responsible for maintenance, repair, and general construction projects in the Village. Is responsible for supervising others using woodworking equipment and the general organization and cleaning of the shop.

MAJOR FUNCTIONS (principal duties and responsibilities)

Specific responsibilities include but are not limited to the following:

- Plan daily work schedules for individual carpenters according to priorities.
- Monitor, complete, or delegate maintenance slips relating to village carpentry needs.
- Supervise carpentry shop operations.
 - Ensure that stock items, tools, and personal protective equipment are checked and ordered on a regular basis.
 - Provide training to staff on the proper use of shop equipment.
- Ensure that all work areas are kept clean, organized, and secured.
- Work with the Buildings Lead to determine priorities, prepare special needs orders needs and plan future projects.
- Work with the Buildings Lead and loggers to maintain an adequate stock of saw logs
- Supervise use of the sawmill, and produce cuts of lumber consistent with anticipated project needs.
- On larger capital projects, either serve as a project manager or work with the project manager to accomplish project goals.

KNOWLEDGE, SKILL & ABILITY REQUIREMENTS

Specific knowledge and skills include but are not limited to the following:

- Minimum of 2-years professional carpentry experience, preferred.
- Hand-on building experience required.
- Practice working knowledge of major building systems.
- Ability to organize and carry out complex building projects.
- Be able to work independently and to effectively supervise other staff.
- Possess a commitment to high quality and effective work.
- Be willing to learn and develop additional operational skills and knowledge.
- Know when to ask for help. No one is expected to know everything and outside resources are available.
- Be physically fit and expect heavy work.
- Attend all weekly operations and monthly safety meetings.
- Seek all appropriate safety training for your area and model careful and safe work habits.
- Insure that everyone you supervise has received proper safety training, keep accurate records of that training, and monitor the effectiveness of that training.
- Insure that all appropriate safety equipment is readily available in your work area.
- Be available for special projects and reassignment as requested by the operations manager.
- Be on-call to assist with operational emergencies.
- Assist operations manager in developing annual and capital budgets and work within those budgets.
- Assist in the recruitment, welcome, and maintenance of relationships with other volunteers.
- Revise and update your turnover file annually and keep accurate and current records and files.

COMMUNITY EXPECTATIONS (particular knowledge/skills related to living and working in the Holden Village community)

Long-Term Volunteer

- Enthusiasm for and ability to work in a remote wilderness setting.
- Willingness to participate in a mutual review after 6-months.
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).
- Abides by Holden Village's [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).
- Be a community leader and role model by serving the village in roles such as First Response Team, Fire Brigade, Worship, and other program events and activities.
- Help new staff and volunteers integrate into the community.

- Commits to staying up-to date on all required vaccinations, including COVID-19.

Seasonal/Short-Term Volunteer

- Enthusiasm for and ability to work in a remote wilderness setting.
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).
- Abides by Holden Village's [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).
- Commits to staying up-to date on all required vaccinations, including COVID-19.

COMPENSATION & BENEFITS

As a Long-Term Volunteer, you are eligible for the following compensation and benefits:

- \$550/month stipend
- Food (three meals/day)
- Housing, utilities, internet access
- Free parking at Fields Point
- Health insurance (medical, dental and vision)
- Basic life insurance
- Life Flight membership (emergency helicopter transportation based on medical need)
- Simple IRA account
- 37 "out" days per year
- 14 one-way boat tickets per year
- 21 friends & family days and 21 half-price friends & family days per year
- Completion bonus and health insurance grace period upon completion of term, equivalent to the length of term.
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!

As a Summer Seasonal Head, you are eligible for the following benefits:

- \$350/month stipend
- Food (three meals/day)
- Housing, utilities, internet access
- Free parking at Fields Point
- Boat tickets commensurate with length of commitment
- Out days commensurate with length of commitment
- Friends & family days commensurate with length of commitment
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!