

## JOB DESCRIPTION

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| <b>Title: Site Development and Infrastructure Intern</b> | <b>Employment Status: Part-time, Unpaid Internship</b> |
| <b>Department: Real Estate Development</b>               | <b>Reports to: Site Development Project Manager</b>    |

### **GENERAL DESCRIPTION:**

The Site Development Intern will report directly to the Site Development Project Manager and will have the opportunity to work in multiple areas of Habitat's site development and infrastructure process. This person must demonstrate a self-motivation to learn, an intermediate understanding of construction, and an interest in understanding Habitat for Humanity's mission and program. This is an unpaid internship, 12-16 hours a week, and for one semester. This program will assist the intern in gaining valuable experience and knowledge in varying aspects of residential construction. Habitat for Humanity is willing to take any necessary steps with the educational institution in order to acquire college credit as compensation for the internship.

### **CORE RESPONSIBILITIES:**

#### **Storm Water Management**

- Erosion control compliance
- Erosion control Inspections and reports

#### **Site Safety Compliance**

- Observe and maintain site safety policies
- Assist in safety training activities
- Assist in safety inspections and reports

#### **Site Maintenance**

- Site security
- Site logistics
- Site "housekeeping"

#### **Field Experience**

- Read and implement infrastructure plans and blueprints
- General construction processes (scheduling, ordering, planning, etc.)
- Participate in meetings regarding the development process

### **KNOWLEDGE, SKILLS, ABILITIES:**

- General knowledge of construction and basic construction tools
- Exceptional communication, leadership, and interpersonal skills

### **EDUCATION, EXPERIENCE:**

- Must be currently in school, or a recent grad, for undergrad or graduate degree

**PHYSICAL REQUIREMENTS AND CONDITIONS NECESSARY TO PERFORM THIS JOB:**

- Ability to adequately traverse a residential construction site e.g. jumping, climbing, lifting, carrying (minimum 50lbs.) or similar activities as required and for extended periods of time.
- Ability to safely use residential construction power tools
- Ability to work in an exterior working environment during a variety of weather conditions.
- Self-transportation to and from construction site.

Please submit your resume and cover letter to:

Attn: Christine Koleski, Executive Assistant  
Habitat for Humanity of Metro Denver  
3245 Eliot Street, Denver, CO 80211  
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