



FAQ - Working as a Construction Captain with RTP

What is a Construction Captain?

A Construction Captain (CC) is the project lead for a specific work site on an RTP Rebuilding Day. S/he helps plan and manage a safe and rewarding day for a volunteer team.

Typically, the CC is a contractor or has specific skills relevant to the unique needs on the project site, but general carpentry or advanced 'handyman' skills are sufficient for most projects. We welcome CCs that are either already part of a sponsored volunteer team, or able to 'freelance' in assignment on a project site.

What Does A Construction Captain Do?



Prior to a Rebuilding Day

- Attend a training with RTP staff.
- Visit the project site to meet the homeowner and review the scope of work, in conjunction with RTP staff and the sponsor's Volunteer Captain.
- Designs the scope of work, balancing with homeowner needs and expectations, estimated budget, and size/skills of volunteer team.
- Secures any needed materials and supplies, through purchase or donation.
- Plan and lead any required or recommended prep work in advance of the Rebuilding Day.
- Maintains communication with RTP and the homeowner.

Repairing Homes, Revitalizing Communities, Rebuilding Lives!

What Does A Construction Captain Do? (cont'd)

On a Rebuilding Day

- Welcome the volunteer team, outline the day's goals, and clarify team roles (in coordination with the Volunteer Captain), and conduct a safety review.
- Lead the work and help monitor & engage the volunteer team.
- Assist with “before” & “after” photos of the site, and of the team at work.
- Lead site cleanup and secure the homeowner's final acknowledgement

After a Rebuilding Day

- Coordinate any remaining construction and repair needs.
- Take final photos of completed repairs.
- Document the completed scope of work and submit receipts.
- Provide post-work evaluation to RTP staff.
- **Take pride in a job well done!**

This is a brief overview of a Construction Captain's expected responsibilities on an RTP Rebuilding Day project.

For more detail, please see our full [Construction Captain Job Description](#), or contact us at info@rtpeninsula.org or at (650) 366-6597.



For more information on our work, visit rtpeninsula.org