

CAP Services, Inc.
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JOB BULLETIN

To: All CAP Offices
From: Jill Giddings, HR Generalist
Date: February 14, 2012

JOB TITLE ***Fresh Start Assistant Site Manager***

Work site: Waupaca
Start Date: ASAP
Starting Pay: \$14.16-\$15.84 per hour, depending on experience
Status: PT, 28 hours per week
Benefits: Personal, vacation and holiday time; Flexible Spending Account; 401K; access to health and dental insurance and to career development funds.
Duties: Provide oversight of Fresh Start program participants in the construction of a new home and assist the participants in obtaining the academic and soft skills necessary to compete for living wage jobs.

Minimum Qualifications: The ideal candidate will be dynamic, creative, and skilled in residential construction and advancing behavior change in those supervised. Requires working knowledge of residential and light commercial construction, typically acquired through completion of a high school diploma and at least two years of light commercial and residential construction experience; or an AA in architectural/residential drafting, and one year of construction experience required. Must have demonstrated management and supervisory skills, team building skills, sensitivity to diverse populations and a commitment to assisting young people succeed in academic and training programs, including challenging thinking patterns that can impede one's ability to be successful.

Must be able to travel locally and have access to an insured vehicle.

**Deadline to
Submit Resume
& Cover Letter:** 5 PM Tuesday February 28, 2012

EOE