

**City of San José
Volunteer San José**

JOB DESCRIPTION

Job Title: SNI housing rehabilitation project liaisons

Supervisor: Paul Pereira

Length of Commitment Desired: between April and August, 2004

Dates volunteer is needed: TBD

Location of volunteer work (address): 651 Macredes Avenue, San Jose, CA 95116

Duties:

The Five Wounds / Brookwood Terrace SNI area is working with Neighborhood Housing Services Silicon Valley to identify and improve housing conditions in the community. Projects include the identification and improvement of homes in the area during the June 2004 National Neighbor Works Week. Help is needed to:

- Assist in identifying possible project sites for housing rehab projects.
- Assist the property owner in filling out and submitting a project application.
- Aide in the planning of the project.
- Ensure that communication between Neighborhood Housing Services Silicon Valley and the Five Wounds / Brookwood Terrace SNI area is maintained.
- Recruit other volunteers for the projects.
- Ensure the successful completion of the project.

What is meaningful about this job?

- **Help improve the housing conditions for people in your community.**
- **Improve the look and feel of your neighborhood.**
- **Bring people in the community together to work on a very visible and needed problem in our neighborhoods.**

Desired Qualifications:

- Some past experience with project management would be preferred.
- Construction experience not needed, but is helpful.

Minimum Age Requirement: 18

Training: none needed

Number of Volunteers Needed: 2

Comments/Other:

Last Update:_____

Who updated:_____