

# Preserve Historic Sleeping Bear

## Job Title: Preservation Project Coordinator

**Location:** Port Oneida, Michigan

**Job Type:** Part-Time Hourly, Seasonal May-Sept (Weekly hours are flexible, based on project demands.) Estimated at 250 hours the first year, with potential to become part-time year round. Perfect for independent contractor, or retired or semi-retired individual. \$25/hour, negotiable for right candidate.

### Overview:

Preserve Historic Sleeping Bear, a non-profit partner organization working in close coordination with the National Park Service, is seeking a dedicated and dependable part-time Project Coordinator for the season, to contribute to the preservation, restoration and care-taking of historical structures within Sleeping Bear Dunes National Lakeshore. Reporting to the Executive Director, the ideal candidate will have a passion for historic preservation (preservation carpentry skills are a plus), experience in construction project coordination, and a hands-on approach to executing preservation projects involving carpentry, masonry, painting, window repair, landscape restoration, roofing and other trades. You will be working with and supported by an enthusiastic, hands-on staff and board of directors.

### Responsibilities:

#### Project Planning and Implementation:

- Collaborate with PHSB staff and Board to plan, estimate, schedule, and execute approximately five preservation projects this summer on historical structures including barns, farmhouses, cottages, and log cabins. Projects are located throughout Sleeping Bear Dunes National Lakeshore, including North Manitou Island.
- In accordance with approved project plans, oversee the on-time, on-budget completion of projects with close adherence to the Secretary of Interior's Standards for Rehabilitation.
- Self-perform smaller maintenance, "handy-person" repair projects, including routine property management and maintenance tasks at the Olsen farm (PHSB headquarters).

#### Resource Management:

- Plan, price, and procure materials within budget for projects.
- Collaborate with Park staff on use of Park materials when appropriate.
- Transport purchased and donated materials, tools, and equipment required.
- Manage any contractors to ensure timely and quality completion of assigned tasks.
- In-depth knowledge of building materials, wood species; finishes and proper use and application is preferred, along with an eagerness to learn new skills.

#### Volunteer Engagement:

- Work with and supervise enthusiastic volunteers assuring quality work.
- Provide direction and oversight to volunteer Project Leads who may be working independently on smaller projects.
- Work with staff to schedule volunteers well in advance of projects.

- Foster a positive work environment, providing guidance and encouragement to volunteers with varying skill levels. Participate in volunteer recognition activities.

#### Documentation and Reporting:

- Maintain basic records of project activities and volunteer participation, including photographs, brief progress reports, tracking expenditures and submitting receipts.
- Provide regular project status updates to the Executive Director.

#### Collaboration with National Park Service:

- Collaborate with National Park Service staff to ensure compliance with guidelines and policies related to assigned projects.
- Collaborate with Park staff on project implementation when needed.
- Coordinate and navigate sensitive topics with deference, building credibility and trust with all organizations and third parties.

#### Safety and Compliance:

- Implement and enforce safety protocols to ensure the well-being of all participants during preservation activities. Lead daily, pre-work safety orientation on PHSB-managed projects.
- Ensure PHSB contractor and volunteer work is in compliance with historic preservation standards, safety requirements, and are adhering to the agreed project parameters.
- Ensure all volunteers complete and sign NPS volunteer forms before starting work.
- Obtain and maintain OSHA 30 safety certification. (PHSB will pay for training as needed.)

#### Qualifications:

- 3-5 years experience in project coordination/management, preferably on renovation or construction projects on existing structures.
- Training and experience in a skilled trade—carpentry preferred—especially on historic preservation and/or residential renovation projects. Knowledge of and/or experience in additional trades desirable.
- Ability to read and interpret project drawings, if any.
- Experience supervising volunteers desired, but not essential.
- Ability and patience to accept, mentor, and encourage less skilled or experienced volunteers and of all backgrounds.
- Strong organizational and communication skills.
- Ability to work independently and collaboratively.
- Must have own insured, reliable work vehicle suitable for transporting construction materials, including towing trailers, including PHSB's tool trailer. (Non-commuting mileage reimbursed at nonprofit federal rate.)
- Must have current insurance.

#### How to Apply:

Interested candidates should submit a resume, cover letter, and references to [phsbpark@gmail.com](mailto:phsbpark@gmail.com). Please include "Project Coordinator Application" in the subject line. Applications will be accepted until April 30, 2024. Preserve Historic Sleeping Bear is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.