



## 2025 Summer Internship Program

*Habitat for Humanity International (HFHI) is known for its continuous efforts to pave the way for leading a brighter future for families in need. Since 1976, Habitat for Humanity has built or repaired more than one million houses in nearly one-hundred countries, providing simple, decent and affordable shelter for more than five million people worldwide. Located in beautiful Buena Vista, Colorado, Chaffee County Habitat for Humanity was established in 2000 and has built twenty-five homes and helped numerous individuals obtain affordable housing.*

*One of Colorado's most desirable summer locations, Buena Vista, is surrounded by an abundance of 14,000ft peaks and is located on the banks of the Arkansas River, known by many as the "Whitewater Capital of the World". A destination for visitors, interns will wake up every day to the beauty of the Arkansas Valley. This is a great opportunity to experience the best of what Colorado has to offer, learn valuable life lessons and occupational skills all while helping to transform a family's life forever. This internship includes a travel expense stipend, **no-cost housing**, and potential school credit. **Apply today for the experience of a lifetime!***

### **Position Title:**

Residential Construction Intern

### **Stipend Info:**

\$500.00 Travel Stipend upon arrival

\$125.00 Weekly Stipend

### **Overall Nature and Scope of Position:**

The student intern will be a member of the CCHfH staff and will work directly with the Construction Manager and Construction Team. They will gain hands-on experience by participating in the day-to-day construction operations at the build site and share the responsibility of maintaining a safe and accident-free working environment. The intern will serve as a contact for the project along with the construction manager and act as a representative for CCHfH to donors, volunteers and the community. CCHfH is a small primarily volunteer-based organization providing the intern with the opportunity to be creative, successful and gain on-the-job training that will assist them in their future career search. *The responsibilities given to each intern will be tailored to match their abilities while ensuring learning and growth.*

### **Specific Duties and Responsibilities:**

- Assist with overseeing construction at the project site
- Serve as a communications contact for the project
- Assist with material procurement, coordination of subcontractors and ensure that necessary tools are on site for specific tasks
- Work with the Construction Manager and Volunteer Coordinator to identify and recruit potential crew leaders and other skilled workers
- Coordinate with the Construction Manager to prioritize and update the construction schedule as needed
- Be a contributing member of construction committee
- Ensure the safety of volunteers, and that CCHfH's safety policies are observed at all times, through training as to the proper use of equipment and other safe construction practices.

- Assist with providing on-the-job training for semi-skilled and unskilled volunteers
- Maintain a site log for the construction site.
- Assist with the planning and supervision of other building projects such as home rehabilitations or A Brush with Kindness.
- Understand and support the mission and vision of CCHfH.

### **Supervision and Work Relationships:**

The student intern works with all CCHfH staff members, volunteers and develops a close working relationship with the Construction Manager. The position has extensive contact with the public and all volunteers traveling to Chaffee County to work on building projects.

### **Requirements:**

- Hands-on knowledge of residential construction practices
- Excellent organizational, communication and interpersonal skills
- Self starter and must work independently
- The ability to work with both individuals and large groups
- Basic computer skills
- Possess leadership skills and high standards of accountability
- Ability to meet daily and weekly deadlines
- Adult First Aid/CPR/AED Certification  
*\*CCHfH offers a First Aid/CPR/AED training course through a certified local instructor.*
- Successfully pass a background investigation to perform duties as required
- Available during the build season: April through September  
*\*Minimum of 10-12 weeks during this time is required*

### **Application Process:**

#### ***Application Requirements:***

*\*Documents may be submitted either electronically (PDF) or via standard mail service.*

- **Cover Letter:** *outlining your interest in Habitat for Humanity*
- **Current Resume:** *include educational and work experience with dates*
- **Two Letters of Recommendation:** *letters should be sent directly to the attention of the Program Coordinator*
- **Essay:** *What skills would you like this internship to help you to attain and/or improve upon? How will this work experience help you to achieve future work related goals?*
- **Official College Transcripts:** *must be sent directly from the school to CCHfH*

#### ***Application Deadline:***

**Rolling Admissions:** *Applications are reviewed upon receipt. Apply early!*

***For questions or for more information, please contact:***

Sasha Mascarenas, Program Coordinator

PO Box 4936/27951 CR 319

Buena Vista, CO 81211

Office: 719-395-0482/ Direct: 719-453-0776

[coordinator@chaffeehabitat.org](mailto:coordinator@chaffeehabitat.org)

[www.chaffeehabitat.org](http://www.chaffeehabitat.org)