



www.sandiegohabitat.org

Job Opportunity

Playhouse Specialist

FULL-TIME, nonexempt, hourly range \$27-\$34 per hour depending on qualifications

Generous benefits, supportive work environment, great colleagues, meaningful work

Candidates interested in applying for this position should review the essential job responsibilities and qualifications outlined below, and email salary requirements, current resume and letter of interest (see last page for detail) to jobs@sandiegohabitat.org

San Diego Habitat for Humanity is seeking a Playhouse Specialist who leads one of our most hands-on, fun-filled programs, bringing volunteers together to build custom playhouses for children and families. This role manages the full lifecycle of the Playhouse Program from warehouse prefabrication to high-energy community build events and final delivery.

WHY THIS ROLE IS DIFFERENT:

You won't just build structures, you'll build experiences. You'll work with volunteers who are genuinely excited to participate, corporate teams eager to give back, and families whose lives are impacted by the finished product. It's hands-on work with visible results, shared laughter, and a mission you can feel at the end of every build day.

Benefit Details

- ✓ Generous health, dental, vision benefits
- ✓ Retirement Plan + Employer Match
- ✓ Life insurance, Flex Savings Accounts, EAP
- ✓ Supplemental life, accident, critical illness
- ✓ 15 days Paid Time Off per year and 12 Paid Holidays+4 paid days off at year-end
- ✓ Leadership committed to an inclusive and supportive work culture

JOB SUMMARY: Beyond the build site, this role requires strong computer and administrative coordination managing the build calendar, tracking the expense budget, purchase and inventory management, and delivery scheduling and logistics. Ideal candidates will have experience with basic carpentry and power tools, alongside the confidence to recruit and teach workshop volunteers, lead events and strong group facilitation skills.

This isn't a typical construction job. You'll spend your days working alongside enthusiastic corporate teams and community volunteers who are excited to contribute to the mission, while ensuring the administrative side runs flawlessly behind the scenes. If you love building things, motivating people, managing digital logistics, and building community, this role offers the best of all worlds.

The playhouse program offers an opportunity for sponsor groups to take part in a four-hour build and paint project. The completed playhouses are given to qualifying families and community organizations. The funds raised from the playhouse program contribute to the mission of San Diego Habitat.

ESSENTIAL JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Playhouse Kit Production and Volunteer Engagement

- Lead prefabrication days, teaching volunteers to successfully prepare playhouse kits.
- Maintain a clean, OSHA-compliant warehouse and safely operate a forklift to keep materials organized and accessible.
- Serve as shop lead and demonstrate to volunteers how to safely and effectively use machinery like a table saw, miter saw, drills, routers and jigsaw, and maintain all tools and equipment.
- Manage inventory, order supplies, and manage expense budget.

Playhouse Event Facilitation

- Primary lead for all build events, providing expert instruction to corporate sponsors and managing the full event lifecycle from site setup to final cleanup.
- Coordinate the loading and unloading of materials and safely operate the department truck to transport all necessary kits and tools to and from event locations.
- Manage all communications for volunteer leaders and recipient families, ensuring all parties are informed of schedules and logistics for a seamless playhouse hand-off.
- Coordinate final logistics by managing back-end operations, scheduling deliveries, and organizing transportation logistics with recipients to ensure the seamless delivery of completed playhouses to their destinations.

Volunteer Recruitment and Coordination

- Partner with Volunteer Services to develop and execute effective volunteer recruitment, stewardship and retention strategies, ensuring a dedicated and supported volunteer base.
- Manage the beginning-to-end volunteer lifecycle by scheduling and training volunteers for kit production, warehouse logistics, and playhouse build leadership roles.
- Primary point of contact for the playhouse program, providing regular updates and highlighting upcoming needs to keep volunteers engaged and informed.

Other Special Event/Construction Support

- Assist with logistics of construction and engagement events including, but not limited to: Playhouse Competition, Women Build, Veterans Build, Groundbreaking Events, Home Dedications, and other affiliate special events

QUALIFICATIONS:

- Ability to successfully perform the essential responsibilities of the position
- General knowledge of construction materials and comfortable operating a full range of workshop power tools, with basic carpentry experience preferred.
- Advocates workplace safety and process improvement within a workshop environment and the safe and correct use and maintenance of power tools and equipment.
- Ability to successfully certify the consistently safe and efficient operation of a forklift.
- Current driver's license, and ability and confidence to safely drive a box truck.
- At least one year of experience in event planning, non-profit program management, or administrative coordination.
- A proven track record of providing exceptional customer service, and the ability to effectively facilitate high-energy, community-focused events.

REQUIRED SKILLS/KNOWLEDGE/ABILITIES:

- Exceptional interpersonal and verbal skills with a proven ability to lead, teach, and maintain a professional demeanor when working with diverse groups.
- Highly organized self-starter capable of prioritizing multiple projects, meeting deadlines, and working independently to resolve problems.
- Strong proficiency of Microsoft Office (Word, Excel, PowerPoint) and database experience; use of digital building tools for program management a plus.
- A creative, solutions-oriented thinker who can work under pressure and adapt to changing needs while maintaining a positive, team-focused attitude.
- A commitment to non-profit service and an interest in advancing affordable housing through inclusive, community-driven engagement.

- Demonstrates good judgment and tact when encountering differing points of view, experiences, cultures and beliefs.
- Open and welcoming of people of any faith or no faith, individuals of diverse populations, and socio-economic backgrounds.

EDUCATION:

- High school diploma or GED, and a combination of professional work experience and results, skill and/or education
- 1–3 years of experience in carpentry, and event planning or program management preferred; a combination of relevant education and professional results will be considered.

LANGUAGE SKILLS:

- Ability to read, write, and speak English fluently; ability to communicate effectively in Spanish is a plus.

PHYSICAL REQUIREMENTS:

- Ability to stand or walk for extended periods and perform physically active tasks, including frequent bending, reaching, climbing, and lifting up to 45 pounds to include loading and unloading construction materials onto/off of a truck bed or box.
- Demonstrated skill in the safe and proper operation of various workshop power tools and equipment.
- Comfortable with both warehouse, workshop and office-based tasks—such as typing and viewing monitors for sustained periods and clear verbal communication in person or by phone.

WORK ENVIRONMENT:

- Work effectively across temperature-controlled offices, active warehouses, and outdoor sites, with occasional exposure to inclement weather, high heat, and loud noise levels.

SPECIAL CONDITIONS:

- Must be able to pass background check (*In accordance with state and county law: convictions do not necessarily rule out employment, it depends on the nature and severity of the conviction and is evaluated on a case by case basis, check is conducted on last 7 years only.*)
- Possession of a valid driver's license in good standing, ability to qualify for coverage under the company's driver insurance; ability to travel throughout the San Diego region and safely operate a box truck.
- Availability to occasionally work outside of standard business hours, including early mornings, evenings, or weekends to support program events.

To apply, email the following to jobs@sandiegohabitat.org:

Subject Line: “*Playhouse Specialist*”

- **Letter of Interest and Resume**
- **Salary Requirements**

**Join a team that works hard, cares about each other and enjoys
the positive impact our work makes in San Diego!**

Benefits include paid time off, holidays, retirement match, medical, dental,
vision & life, Flex Savings Accounts, employee assistance program.

San Diego Habitat for Humanity is an equal opportunity employer. San Diego Habitat strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply. Reasonable accommodation is available for qualified individuals with disabilities, upon request.

MISSION/What We Do: San Diego Habitat for Humanity brings people together to build homes, communities, and hope. Habitat was founded on the conviction that every man, woman and child should have a simple, decent and affordable home to live in dignity and safety.