

## Ramp It Up Mentor

1. Preferably have some knowledge of building, carpentry and construction
2. Visit site with designer the week prior to work commencing and meet the client
3. Ensure site is organized and prepped
4. Ensure permit is posted properly
5. Take responsibility for and supervise all youth on the team to maintain a productive and safe worksite
6. Double check that all materials are on site
7. Take inventory of all tools provided in trailer before and after the job
8. Oversee the entire construction project
9. Ensure that all rights to privacy and dignity are upheld for the client
10. Be available for the duration of the build
11. Maintain strong communication with BC3 staff and any provided site supervisors
12. Assist with any injury or incident reports and report immediately to program director
13. Inspect final job for quality and cleanup
14. Relay any unresolved issues to BC3 Program Director
15. Complete wrap up forms for project