



## AmeriCorps\* Member Position Description

*Please complete the following form for each distinct AmeriCorps position you are applying for. If you are applying for multiple members in the same position, however, only complete one position description. (Please note it is not permissible to submit one position description applicable to both VISTA and National Direct members.)*

**Affiliate Name:** Habitat for Humanity of Wake County

**AmeriCorps Member(s) Title:** Construction Site Crew Leader **NATIONAL DIRECT**

**# of members serving in this position:**

**Reports Directly To:** Construction Staff (Superintendents, AmeriCorps Site Coordinator)

**Dept:** Construction

**Service Week (days/hours):** 5/40

**Required Meetings/Trainings:** Construction Staff Meetings (weekly); Full Staff Meetings (monthly); Family Selection Committee Meetings (at least one); Board Meeting (at least one); Advanced Energy/System Vision Training; First Aid/CPR Training; Poverty Workshops/Simulations

**Personal vehicle required:** Yes

Recommended. Our Habitat Wake job sites are spread out throughout the county, and require transportation to & from each workday. While not necessary, we require at least a valid driver's license to be able to utilize the few Habitat vehicles that the AmeriCorps members will be able to drive. We allow AmeriCorps to pick-up/deliver materials in these Habitat vehicles, but often they need their own personal vehicles to get between job sites or to start their day. Habitat Wake will reimburse members for their mileage while serving at the affiliate.

**Position Objective or Goal:** Assist Habitat Wake Construction staff with a focus on volunteer safety and management, site maintenance, material stock, supply and administration; and the overall Habitat Wake mission of eliminating sub-standard housing, developing partnerships and building sustainable communities.

**List the specific duties and responsibilities for this position:**

- Assist Habitat Wake Construction staff in all aspects of home construction
- Welcome to volunteers, sign in and making sure they are aware of safety issues and tasks
- Lead & supervise volunteers/homeowners in specialized trainings of daily tasks

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- Expedite building by maintaining material stock at houses
- Material pick up and delivery
- Site maintenance; organization and administration (appropriate permitting and plans)
- Aid staff in maintaining safe and efficient working environment
- Provide direction and assistance to everyone on site to help maintain an efficient build schedule
- Preparations for opening the site each workday & closing/cleaning up at the end

**Education, Experience, Knowledge & Skills Required:**

- High school diploma or equivalent
- Willingness to work hard and develop building skills
- Ability to work well with people
- Willingness to learn leadership skills
- Valid and good driver's license

**Physical Requirements to Perform Duties:**

- Ability to lift 50 lbs.
- Occasional lifting, hauling
- Comfort with heights (roofing, ladders, scaffolding)

**Describe the type of working environment that will be provided for the AmeriCorps member. What type of office space, computer and communication equipment, internet and email access, construction tools, etc will be provided?**

For our Construction AmeriCorps members, all construction tools will be provided either with the on-site Habitat supplies, or through a tool allowance given to each member by the affiliate as a means to buy their own tools to keep during their service year. An adequate office space will also be provided for the members to utilize during their year for administrative duties (i.e. timesheets, e-mails, etc.). This space is clearly identified in the office as "AmeriCorps," and has access to 1-2 computers w/ internet, copy machine, printer, fax, and telephone. Also, each member is provided a Nextel/cell phone to be used on the job sites for communication purposes.