



## 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:** HFH of Wake Co.

**AmeriCorps Member(s) Title:** Deconstruction Assistants **National Direct**

**Reports Directly To:** Joel Lubell

**Dept:** DeConstruction Program

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

**Required Meetings/Trainings:** (Please do not include the required trainings and meetings from HFHI and CNCS.

Trainings and/or meetings listed should be relevant to the local host site in supporting the members' service efforts and sustaining the proposed project.)

DeConstruction 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**

They will be using their vehicle to meet at the office or site depending on the work day. Then, a Habitat vehicle will be available for use to drive between job sites, and to pick-up/deliver materials.

**Position Objective or Goal:**

A project of The Habitat for Humanity ReStore, the Deconstruction Program disassembles unwanted structures of all sizes, salvaging materials for reuse and recycling. The salvaged materials are transported to the Restore where they are made available to the general public. Deconstruction Assistants will work directly with Deconstruction staff disassembling houses, maintaining safe and clean jobsites, processing lumber and other materials for reuse, and leading volunteers in aforementioned tasks. Deconstruction Assistants will gain a familiarity with a variety of construction and deconstruction-specific tools, jobsite management skills, and the technical deconstruction skills required to perform whole house deconstruction and precise removal of high value surface items from homes.

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

- Coordinate with Deconstruction Manager to understand and complete full scope of work for assigned jobs within scheduled timeframes.

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- Work on site salvaging building materials from the disassembly of full homes to removing kitchen cabinets.
- Conduct pre-job tasks to assure an efficient and effective job start.
- Assure that assigned job sites have all required tools and equipment.
- Will provide leadership to volunteers, insuring all materials are removed safely
- Supervise job sites.
- Promote and maintain a safe and clean work environment.
- Professionally communicate and promote benefits of the Deconstruction Program while on site.
- Adherence to OSHA policies and commitment to HFHWC's plan and mission.

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

- High school diploma or equivalent
- Willingness to work hard and develop 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.
- Consistent lifting, hauling
- Comfort with heights (roofing, ladders, scaffolding)
- Conduct repetitive movements throughout an 8hr work-day.
- Ability to work in outdoor elements and conditions.

### **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 DeConstruction AmeriCorps members, all deconstruction 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.