

Construction crew leader

AmeriCorps National position description



Host site (local Habitat organization)	Habitat for Humanity of Wake County
Program	AmeriCorps National
Member role	Construction crew leadership
Host site manager	Edmundo Yanez
Direct supervisor	Jessie Elmore
Service week (days/times)	Tuesday – Saturday, with average times on site 7:30 AM – 3:30 PM with occasional evenings/Sundays
Will member engage in any of the following?	<input type="checkbox"/> Disaster response <input type="checkbox"/> Neighborhood Revitalization <input type="checkbox"/> Veterans or military families <input checked="" type="checkbox"/> None
Will member be actively building on the construction site at least one day per week?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Goals

Position's goals in relation to the project as well as the impact the project will have in the community.

The Construction Crew Leader oversees quality control of all new construction and recycled homes and repairs. Their presence not only ensures that all sites are adequately supervised, but allows us to build five days per week and work with hundreds of volunteers on a weekly basis. Their impact is also seen in less tangible, but still valuable, ways such as the development of strong relationships with our homeowner families working on sweat equity hours, as well as with volunteers. This member embodies the mission and vision of Habitat. We will expand our production to include 60-70 New Construction projects in 2019-2020 service year. AmeriCorps members are essential to our success, as they interact with all stakeholders – home buyers, volunteers and sponsors. As long as their presence remains strong on site, we will meet short-term goals and also expand our base of support to continue reaching larger goals. As the member provides outstanding experiences on our work sites, volunteers and sponsors will return for additional volunteer days and provide additional support – it is a beautiful cycle of building homes, communities and hope.

Outputs

2000	Volunteers will be recruited and/or managed by the AmeriCorps member in the building, rehabilitation or repair of homes. (Repairs include A Brush with Kindness, weatherization, critical home repair.)
7	Homes will be built, rehabilitated or repaired in partnership with low-income families and individuals by the AmeriCorps member and volunteers. (Repairs include A Brush with Kindness, weatherization, critical home repair.)
25	Total individuals (adults and children) will be provided housing services by this AmeriCorps member.

0	Individuals affected by a disaster that are included in the total number above.
0	Individuals who are veterans, active military or their family members that are included in the total number above.

Responsibilities

- Assist with hands-on construction tasks including, but not limited to, demolition, site prep, framing, insulation, drywall, flooring, roofing, finish carpentry and landscaping. Projects may include new and gut rehab homes as well as A Brush with Kindness, critical home repair and weatherization projects.
- Lead small groups of volunteers, ensuring that they are well-employed while on the work sites.
- Use volunteer management techniques to facilitate positive experiences for volunteers and homeowner families working on site.
- Collaborate with construction staff to identify skilled, enthusiastic volunteers, cultivating their involvement in Habitat's work (i.e. encourage them to considering being trained as regular site leaders and/or returning volunteers).
- Maintain site safety by modeling best practices and guidelines, volunteer education and site monitoring. Attend safety trainings with construction staff.
- Provide on site orientations and safety talks to groups of volunteers and homeowner families.
- Help with materials management on site and at the affiliate warehouse and storage trailers. Pick up and organize materials needed for projects.
- Set up and cleanup project sites.
- Maintain site logs for each project completed for supervisor to assess progress and next steps.
- Participate in regular planning and debriefing meetings as needed.
- On occasion, member may participate in larger community projects, such as lot cleanups, community gardens, etc.
- Attend and participate in select affiliate events; responsibilities may include set up, clean up and engaging with attendees, informing them about the AmeriCorps program, our affiliate's mission, and how to become a volunteer or homeowner family.

Required meetings, trainings and events

- Onsite orientation to local host.
- First Aid/CPR.
- Habitat Learns – "Foundation of Habitat" online series.
- Lockton safety online courses.
- Annual sponsored blitz build - Habitat AmeriCorps Build-a-Thon.
- National days of service:
 - Dr. Martin Luther King, Jr. Day (required).
 - September 11th National Day of Service and Remembrance and AmeriCorps Week (encouraged).

- Host site monitoring reviews and periodic check-in calls.
- Monthly meeting with host site manager.
- Bi-weekly meeting with direct supervisor.
- Life After AmeriCorps training.
- Staff meetings, construction meetings and board meetings and home dedications, as appropriate.
- Annual staff or AmeriCorps team build day.
- Individual and/or group professional development trainings may be made available based on budget, member interest and recommendation of the host site manager or direct supervisor.
- Host site events (including Holiday Fundraiser –November and Blueprint Breakfast - April). Participation in these events will be in line with AmeriCorps program regulations.

Experience, knowledge and skills

Required

- Valid driver's license and ability to meet host site's insurance requirements

Preferred

- Previous experience with a residential homebuilder or as a construction AmeriCorps member.
- Experience with power tools.
- Ability to drive large pick-up trucks (or willingness to learn).
- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity International and AmeriCorps.
- Ability to work with a diverse group of people.
- Strong verbal communication skills.
- Experience working with volunteers, teaching or group facilitation.
- Experience working as a member of a larger team.
- Knowledge of community development practices.
- Basic experience with Microsoft Office Suite, especially Word and Excel.

Physical requirements

- Ability to be on one's feet for extended periods of time, often on rough and uneven terrain.
- Ability to lift at least 50 pounds on a regular basis.
- Ability to work on ladders and heights up to two stories.
- Ability to work in varying weather conditions – sites are often not heated during winter and not air-conditioned during summer.

Service site environment

Service site is an active construction site, often with rough and uneven terrain. Members will serve both indoors and outdoors during all types of weather. Construction tools will be provided. Members will have access to a shared computer station in the affiliate office to check service-related email and complete timesheets and reporting.

Will a **personal vehicle** be required? Yes No

Member will be required to drive company trucks to transport tools and materials to and from work sites.

Public transportation options are limited in our community so access to a personal vehicle is recommended to get to and from service, as well as any required meetings. Approved service-related mileage, beyond commuting to and from service, will be reimbursed per the affiliate's policy.

Habitat.org posting

Habitat for Humanity of Wake County

A year of service with Habitat

Habitat for Humanity of Wake County is looking for an AmeriCorps member to play an integral role in providing leadership on our project sites by engaging volunteers to become champions for our mission and creating new tools and systems to build capacity. We interact with over 18,000-20,000 volunteers, homeowner families and community stakeholders. During your year of service, you will gain insight into working within a nonprofit organization through hands-on experience in leadership and community development. Join our Habitat' family and form lasting relationships, while creating safe, affordable housing solutions with hard-working families in Wake County.

Habitat for Humanity of Wake County has partnered with this community for more than 30 years and has hosted AmeriCorps members since 2001. We currently have 13 AmeriCorps alumni on staff, as we truly recognize the value and impact of serving. Our affiliate is regarded as a leader in developing new programs such as the Home Builders Blitz and piloting HFHI programs such as the Neighborhood Revitalization Initiative. We currently have 8 ReStores scattered throughout the county, with the goal of opening a 9th store in FY19. In addition to serving 60-70 families via homeownership in FY20, we will also support global families in Honduras, Malawi and Cambodia. AmeriCorps members are eligible to attend a Global Village trip during their service term.

Additional Benefits

In addition, members receive \$300 monthly housing allowance (\$600/mo for 2nd year Habitat AmeriCorps members), a \$100 tool allowance and work site gear.

Community

The Raleigh area is the perfect blend of urban and rural. We are home to several colleges including NC State University as well as an ever-changing downtown landscape with all the amenities you'd expect in a modern city. For those who need a little green in their lives, over 200 parks can be found in Raleigh, thus maintaining its identity as the City of Oaks. www.habitatwake.org