



AmeriCorps National Position Description

Affiliate/Host Site Name: Habitat for Humanity of Wake County	Host Site Manager (HSM) Name: Edmundo Yanez
Program: AmeriCorps National Member Role: Construction Crew Leadership	Will members engage in any of these programs? <input type="checkbox"/> Disaster Recovery <input checked="" type="checkbox"/> Neighborhood Revitalization <input type="checkbox"/> Veterans/Military Families <input type="checkbox"/> None
Service Week (days/times): Tuesday – Saturday, 7:30 AM – 4:00 PM with occasional evenings/Sundays	Direct Supervisor Name: Brad McHugh
Will this member be actively building on the construction site at least one day per week? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	

Goals (position’s goals in relation to the project as a whole, as well as the impact the project will have in the community)

The Construction Crew Leader oversees quality control of all new construction, recycle and Home Preservation projects. 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 partner 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 75 new construction and 45 Home Preservation projects in 2018-2019 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 this AmeriCorps member in the building, rehabilitation, or repair of homes (repairs include ABWK, Weatherization, Critical Home Repair)
- **15** homes will be built, rehabilitated or repaired in partnership with low-income families and individuals by this AmeriCorps member and volunteers (repairs include ABWK, Weatherization, Critical Home Repair)
- **50** individuals (adults and children) will be provided housing services by this AmeriCorps National member
 - **0** individuals affected by a disaster
 - **0** individuals who are veterans, active military, or their family members

Responsibilities of the position

- 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 (ABWK), Critical Home Repair (CHR) 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 partner families working on site.
- Collaborate with construction staff to identify skilled/enthusiastic volunteers and cultivate their involvement in Habitat’s work (i.e. encourage them to consider being trained as regular site leaders and/or returning volunteers).

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- Maintain site safety through modeling of safety practices and guidelines, volunteer education, and site monitoring. Attend safety trainings with our construction staff.
- Provide on-site orientations and safety talks to groups of volunteers and family partners.
- 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 in order 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 clean ups, community gardens, etc.
- Attend and participate in select affiliate events; responsibilities may include set up, cleanup, and engaging with attendees and informing them about the AmeriCorps program, our affiliate's mission and NR programming, and how to become a volunteer and/or family partner.

Required Meetings, Trainings and Events Minimum expectations are outlined below, with the understanding that further trainings may be required as determined by HFHI, CNCS or the host site.

- On Site Orientation to local host site
- First Aid/CPR
- HabitatLearns "Foundations of Habitat" series
- Lockton Safety Courses
- Build-a-Thon (spring)
- National Days of Service (MLK Day required, 9/11 Day of Remembrance and AmeriCorps Week encouraged)
- HFHI Host Site Monitoring Reviews and periodic check-in calls
- Monthly meeting with HSM (minimum)
- Bi-weekly meeting with direct supervisor (minimum)
- Life After AmeriCorps Training (LAFTA)
- Staff meetings, Construction Committee meetings, Board meetings and home dedications, as appropriate
- Annual staff/AmeriCorps team build day
- Individual and/or group professional development trainings may be available based on AmeriCorps interest, HSM/supervisor recommendation and budget
- Host Site Events, including Holiday Fundraiser (November); Blueprint Breakfast (March); Participation in these events will be in line with AmeriCorps program regulations/restrictions.

Education/Experience/Knowledge/Skills

Required:

- Valid Driver's License and ability to meet host site's insurance requirements

Preferred/Helpful:

- Previous experience as a construction AmeriCorps member or with a residential homebuilder
- Experience with power tools
- Ability to drive large pick-up trucks preferred (or willingness to learn)
- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity and AmeriCorps
- Strong verbal communication skills
- Ability to work with a diverse group of people

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- Experience working as a member of a team
- Experience working with volunteers or teaching/group facilitation experience
- Basic experience with Microsoft Word/Excel
- Knowledge of community development practices

Physical requirements for this position

- Ability to be on one’s feet for extended periods of time, often on rough and uneven terrain
- Ability to lift at least 50 lbs. on a regular basis
- Ability to work on ladders and heights of 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 with 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.

Personal vehicle required? No Yes

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

Public transportation options are limited in our community so access to a personal vehicle is required 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 blurb:

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 12 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 7 ReStores scattered throughout the county, with the goal of opening a 8th store in FY18. In addition to serving 120 families via homeownership and home preservation projects in FY19, 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. In addition, members receive \$250 monthly housing allowance (\$400/mo for 2nd year Habitat AmeriCorps members), a \$100 tool allowance and work site gear. 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

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