

# Construction crew leader

AmeriCorps National position description



<b>Host site (local Habitat organization)</b>	HFH of Craven County NC
<b>Program</b>	AmeriCorps National
<b>Member role</b>	Construction crew leader – critical repairs
<b>Host site manager</b>	Michelle Hooper
<b>Direct supervisor</b>	Robert Celestino
<b>Service week (days/times)</b>	Monday- Friday 8:30am-4:30am
<b>Will member engage in any of the following?</b>	<input checked="" type="checkbox"/> Disaster response <input checked="" type="checkbox"/> Neighborhood revitalization <input checked="" type="checkbox"/> Veterans or military families <input type="checkbox"/> None
<b>Will member be actively building on the construction site at least one day per week?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## Goals

Repairing houses is an integral part of our mission to bring people together to build homes, communities and hope. Our goal for the 2020 fiscal year is to complete 50 critical repairs homes in Craven and Jones counties. The construction crew leader will help manage groups of skilled and unskilled volunteers and homeowner families on the build sites, all while maintaining a safe, efficient work environment.

## Outputs

<b>100</b>	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.)
<b>50</b>	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.)
<b>125</b>	Total individuals (adults and children) will be provided housing services by this AmeriCorps member.
<b>125</b>	Individuals affected by a disaster that are included in the total number above.
<b>15</b>	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, siding, drywall, flooring, roofing, painting, 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 safety talks to groups of volunteers and homeowner families.
- Help with materials management on site and at the local Habitat 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.
- Update project records and excel status reports for individual work sites.
- 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 Habitat organization events; responsibilities may include set up, clean up and engaging with attendees, informing them about the AmeriCorps program, our Habitat organization's mission, Neighborhood Revitalization programming, and how to become a volunteer or homeowner family.

## Required meetings, trainings and events

*Minimum expectations are outlined below with the understanding that further trainings may be required, as determined by the host site, Habitat for Humanity International or the Corporation for National and Community Service.*

- 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.
- *Introduction to Ethics and Inclusion* and *Speak Up!* online courses
- National days of service:
  - Dr. Martin Luther King, Jr. Day (required).
  - September 11<sup>th</sup> 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, construction committee and board meetings and home dedications, as appropriate.
- 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 (i.e. A Brush With Kindness, Volunteer Appreciation, ReStore Auction, Leadership Craven, etc.) 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

The service sites are active construction sites, often with rough and uneven terrain. Members will serve both indoors and outdoors during all types of weather. Construction tools and safety equipment will be provided. Members will have access to a shared computer station in the Habitat organization office to check service-related email and complete timesheets and reporting.

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

Member may 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 required to get to and from service, as well as any required meetings.

HABITAT FOR HUMANITY INTERNATIONAL

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