



# AmeriCorps National position description

<b>Local Habitat organization</b>	Habitat for Humanity-MidOhio
<b>Host site manager</b>	Deb Light
<b>Direct supervisor</b>	Tom Mix
<b>Length of term of service</b>	<input checked="" type="checkbox"/> Full time for 10 ½ months <input type="checkbox"/> Part time for 10 ½ months
<b>Service week (days/times)</b>	Tuesday-Saturday, 7:30am to 4pm with occasional evenings/Sundays/Mondays
<b>Is a personal vehicle required for service?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<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

## Construction crew leader

### Construction Repair Crew Leader, neighborhood revitalization

The Construction Crew Leader plays an integral part in building and repairing homes. They will assist in the improvement of the overall experience, quality of work and production with HFHMO construction related projects by providing individual and group leadership of skilled and unskilled volunteers and homeowners and project management pertaining to construction technique, safety, and knowledge of the Habitat program with a focus on neighborhood revitalization related projects, especially home repairs. With the assistance of the AmeriCorps member serving in this role, we anticipate completed 65 home repairs in FY22 despite setbacks from COVID-19. In alignment with our strategic plan, we view the Construction Crew Leaders as fundamental to our goals of building and repairing homes and developing better neighborhoods and communities while maximizing resources throughout the service year.

### Service activities

- Assist with all aspects of hands-on construction tasks including, but not limited to, demolition, site prep, framing, insulation, drywall, flooring, roofing, finish carpentry, and landscaping.
- Projects will focus on our home repair projects, but they may also include new and rehab homes, Rock the Block (RTB), and neighborhood beautification projects.
- Lead small groups of volunteers and homeowners while facilitating safe and positive experiences for everyone working on site.
- Maintain site safety by adhering to Habitat construction safety policies, modeling best practices and guidelines, volunteer instruction, and site monitoring. Attend safety trainings with construction staff.

- 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).
- 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, neighborhood revitalization programming, and how to become a volunteer or family partner.
- Assist with warranty issues and new construction as needed.
- Help in educating families on the sustainable features on their homes.

## Member development

Minimum expectations are outlined in the member development guidance, which will be available during the interview process, with the understanding that further trainings may be required, as determined by the host site, Habitat for Humanity International or our federal funder. AmeriCorps National members' training may not exceed 20% of their aggregate hours.

### Required meetings, trainings, and events

- Onsite orientation to local host.
- First Aid/CPR.
- Habitat Learns.
- Lockton safety online courses.
- National days of service:
  - Dr. Martin Luther King, Jr Day
  - Make A Difference Day
  - AmeriCorps Week
  - Weekly meeting with host site manager.
- Weekly meeting with direct supervisor, including completing a check in form each month.
- Life After AmeriCorps training.
- Ongoing position related training.
- Monthly All Staff meeting, weekly construction production meeting, 1 board meeting as a team, 3 home repair assessments, 1 homeowner orientation, 1 homeowner selection committee meeting, at least 2 wall raising ceremonies, at least 2 home dedications, and other meetings as appropriate.
- Choice of 1 safety committee meeting, 1 new volunteer orientation, or 1 home maintenance class.
- Site Operations training, power tool training, safety hazard identification training, defensive driving training, low pressure spray foam training, respirator fit test/medical evaluation online training, and other ongoing onsite trainings related to position.
- Quarterly staff or AmeriCorps team build days.

- Individual and/or group professional development trainings may be available based on AmeriCorps interest, host site manager/supervisor recommendation, and budget.
- Host site events, including World Habitat Day Cultural and Volunteer Recognition event, Habitat AmeriCorps Alumni build day (spring). Participation in these events will be in line with AmeriCorps program regulations/restrictions.

## Experience, knowledge and skills

### Minimum requirements

- AmeriCorps members must be a U.S. citizen, national or lawful permanent resident.
- AmeriCorps members must be at least 18 or older.
- AmeriCorps members must have a high school diploma or GED.
- AmeriCorps members may have recurring access to vulnerable populations and must satisfy the National Service Criminal History Check eligibility criteria.

### Preferred qualifications

- Knowledge of and willingness to promote the mission and activities of Habitat for Humanity International and AmeriCorps.
- Previous experience with a residential homebuilder or as a construction AmeriCorps member a plus.
- Experience with power tools.
- Ability to work with a diverse group of people.
- Strong verbal communication skills.
- Experience working with volunteers, instructing individuals or facilitating groups.
- Experience working as a member of a team.
- Strong organizational, multi-tasking, and time management skills.
- Knowledge of community development practices
- Basic experience with Microsoft Office Suite, especially Word and Excel.
- Current valid driver's license and a clean driving record.
- Ability to drive large pickup, stake bed, and box trucks (or willingness to learn).

### 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.)
- Member must wear work/hiking boots while on site.

### Service site environment

Service site is an active construction site, often with rough and uneven terrain, which can be muddy and slippery at times. 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. Member must be aware of good safety practices at all times.