



# AmeriCorps National position description

<b>Local Habitat organization</b>	Habitat for Humanity-MidOhio
<b>Host site manager</b>	Deb Light
<b>Direct supervisor</b>	Jason Hackworth
<b>Length of term of service</b>	Full 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>	Yes
<b>Will member be actively building on the construction site at least one day per week?</b>	Yes

## Construction Logistics 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. Under the direction of the Project Development Manager and Construction Superintendents, the Construction Logistics Crew Leader will focus on creating a smooth flow of building materials and tools to and from various project sites by maintaining an awareness and keeping track of materials and tools at various project sites and coordinating the transportation of materials and tools to and from each location with the Construction Assistant, Project Leads, and/or volunteers. With the assistance of the AmeriCorps member serving in this role, we will increase our construction support volunteer base to help with tool maintenance and repair, organizing inventory, and maintaining efficiency to support the construction production levels. Construction support volunteer recruitment will focus on construction volunteers who may be aging out of site work as well as engaging the younger volunteer population. 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 materials management on site and at the affiliate warehouse and storage trailers. Help pick up and organize materials needed for projects with the assistance of volunteers.
- Assist in maintaining construction tool and material room organization and inventories, including making continual updates to material/tool takeoff spreadsheet to maintain usage efficiency and accommodate changes.
- Direct construction support volunteers in assisting with daily tool and material needs.
- As needed, provide volunteer orientations and safety talks to groups of volunteers and homeowner families.
- Assist staff and volunteers in servicing tools, ensure integrity of tool and material tracking, and maintain order and cleanliness of these areas.
- Use volunteer management techniques to facilitate positive experiences for volunteers and homeowner families working in the construction warehouse and on site.
- Lead individuals and small groups of volunteers, ensuring that they are well-employed while in the construction warehouse and on the work sites.

- 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 and/or returning volunteers), especially when it comes to tool maintenance and organization, possibly aging out of onsite work, and engaging younger generations of volunteers.
- Maintain site safety by modeling best practices and guidelines, volunteer education and site monitoring. Attend safety trainings with construction staff.
- When needed, 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 rehab homes as well as home repairs, Rock the Block (RTB), and neighborhood beautification projects.
- 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.
- Participate in regular planning and debriefing meetings as needed.
- Assist with warranty and repair issues.

## Member development

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, 1 home repair assessment, 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 drive large pickup, stake bed, and box trucks (or willingness to learn).
- Strong organizational, multi-tasking, and time management skills.
- Strong verbal communication skills.
- Ability to work with a diverse group of people.
- Experience working with volunteers, instructing individuals or facilitating groups.
- Experience working as a member of a team.
- 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.

### 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.