

Construction crew leader

AmeriCorps National position description



Host site (local Habitat organization)	Bend-Redmond Habitat for Humanity
Program	AmeriCorps National
Member role	Construction crew leadership
Host site manager	Susan Makris
Direct supervisor	Scott Brown
Service week (days/times)	Monday-Friday, 8am-4pm with occasional evenings or weekends
Will member engage in any of the following?	<input type="checkbox"/> Disaster response <input type="checkbox"/> Neighborhood revitalization <input checked="" type="checkbox"/> Veterans or military families <input 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

Members serving in this role will be integral to our goal of building 18-20 homes this fiscal year and each year moving forward. Bend-Redmond Habitat for Humanity is dedicated to providing more affordable homeownership opportunities in our community and your leadership will help make that possible. The primary goals for Bend-Redmond Habitat Construction Crew Leaders will be to assist with day-to-day construction activities, to help maintain a safe and efficient work environment, to gain an understanding of local and sustainable building methods for our net-zero-ready new construction projects, and to gain the skills and confidence needed to lead groups of volunteers, all under the direction of our Site Supervisors. We also expect members to gain an understanding of our mission and goals in order to be an advocate for the organization and to help educate new volunteers. Secondary goals are to participate in local Habitat and community events for community engagement and volunteer recruitment. Members serving in this role will help us build more homes, increase our volunteer base and make a bigger impact on community while learning valuable professional and life skills.

Outputs

*Measurable targets are classified **per member per year**.*

90	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.)
18	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.)
42	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.
1	Individuals who are veterans, active military or their family members that are included in the total number above.

Responsibilities

- Follow the direction of the Site Supervisor on day-to-day construction tasks, procurement of materials and supplies, safety procedures, tool management, and volunteer leadership.
- Report directly to the Site Supervisor while on the build site and delegate tasks and/or provide task training to individual volunteers as directed.
- Assist with hands-on construction tasks including, but not limited to, site prep, framing, flooring, roofing, finish carpentry and landscaping. Projects are primarily new construction.
- 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 volunteers as directed by Site Supervisor.
- 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.
- Check-in/out volunteers through the online volunteer registration program.
- Participate in monthly planning and debriefing meetings as needed.
- On occasion, member may participate in larger community projects, such as reclamation projects.
- 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, “Introduction to Ethics and Inclusion” and “Speak up!”
- 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, construction committee 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; may include Volunteer Appreciation Party, Golf Tournament, Build It Breakfast, Women Build, and NCCC-related events. 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.
- Ability to drive large pick-up trucks/trailers; or willingness to learn.
- Ability to take direction on an active construction site.
- Ability to be flexible with changing project schedules and staffing needs.
- Ability to complete AmeriCorps online timesheet and reporting requirements in a timely, thorough and accurate manner.

Preferred

- Previous experience with a residential homebuilder or as a construction AmeriCorps member.
- Experience with power tools.
- 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 computer systems.
- Ability to read blueprints.
- Basic understanding of building codes and safety.

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.
- Ability to work in and around attics, crawlspaces, and related spaces that might be difficult to access.

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 and construction is all year round. Construction tools and safety equipment is provided. Members will have access to a shared computer station in the affiliate administration office to check service-related email, take service-related online trainings, and to complete required online timesheets and reporting. Members will be provided with an affiliate-specific email address. *Please note AmeriCorps members are prohibited from serving from a home office.*

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

Public transportation options are limited in our area so access to a personal vehicle is required to get to and from service, as well as any required meetings. During the winter, 4-wheel drive and/or snow tires are highly recommended. Approved service-related mileage (beyond commuting to and from service) will be reimbursed per the Habitat organization's policy. Members will be required to drive company vehicles, including trailers, in order to transport tools and materials to and from work sites.