

Construction crew leader

AmeriCorps National position description



Host site (local Habitat organization)	HFH Seminole-Apopka, Florida
Program	AmeriCorps National
Member role	Construction crew leadership
Host site manager	Kelly Pisciotta
Direct supervisor	Moe Gheith
Service week (days/times)	Tuesday – Saturday, 7:30 am – 4:00 pm with occasional evenings and Sundays
Will member engage in any of the following?	<input type="checkbox"/> Disaster response <input checked="" 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

The member serving in this role will be part of the AmeriCorps team that will give the necessary boost to significantly increase the number of families our affiliate is able to serve through our Rehab and new construction projects. With the assistance of the AmeriCorps member serving in this role, we anticipate completing 8 new builds and 3 rehabs during the service term, with a total of 11 families served. A secondary goal of this position is to have at least 4 volunteers trained to be skilled volunteer group leaders in our new construction and rehab. We view the construction crew leaders as integral to our goals of building more homes and better neighborhoods and communities throughout our service area.

Outputs

300	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.)
11	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.)
35	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.
4	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, drywall, flooring, roofing, finish carpentry and landscaping. Projects may include new and gut rehab homes.
- 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 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 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.
- 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 (i.e. holiday fundraiser, art auction, Healthy Habitat Walk-a-Thon). 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. (Remove if not applicable)

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.
- Ability to complete the reporting and timesheet requirements of the AmeriCorps program in a timely, accurate and thorough manner.

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

Describe the office space including equipment – computer, hardware, software, Internet, email access, construction tools, etc. – that will be provided for the AmeriCorps member. Please note AmeriCorps members are prohibited from serving in a home office.

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.

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

If “yes,” provide an explanation detailing necessary usage of vehicle. If member will be using a company vehicle, also include in the details:

Public transportation options are limited in our community so access to a personal vehicle is recommended 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

Habitat for Humanity of Seminole County and Greater Apopka, Florida is located in Central Florida and is within 30 miles to major attractions and area beaches. Serve, learn, lead and explore in beautiful Central Florida. Our AmeriCorps members play an integral role in providing leadership on our project sites, engaging volunteers to become champions for our mission, and creating new tools and systems to build capacity. Our members are the ambassadors of Habitat Seminole-Apopka, interacting with over 500 volunteers, partner families and community stakeholders. During a year of service with Habitat Seminole-Apopka members gain insight to the inner workings of a non-profit organization and gain hands on experience in leadership, public speaking and community development.

www.HabitatSeminoleApopka.org

HABITAT FOR HUMANITY INTERNATIONAL

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