



# AmeriCorps National Position Description

<b>Affiliate/Host Site Name:</b> Habitat for Humanity of Sonoma County	<b>Host Site Manager (HSM) Name:</b> Kathy Hayes
<b>Program:</b> AmeriCorps National <b>Member Role:</b> Construction Crew Leadership	<b>Will members engage in any of these programs?</b> <input checked="" type="checkbox"/> Disaster Recovery <input checked="" type="checkbox"/> Neighborhood Revitalization <input type="checkbox"/> Veterans/Military Families <input type="checkbox"/> None
<b>Service Week (days/times):</b> Tuesday – Saturday, 8:30 AM – 5:00 PM with occasional evenings/Sundays	<b>Direct Supervisor Name:</b> Stan Anderson
<b>Will this member be actively building on the construction site at least one day per week?</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	

**Goals** (position’s goals in relation to the project as a whole, as well as the impact the project will have in the community)

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 Aging in Place, Neighborhood Revitalization, Rebuild, Sonoma Cottages and our new home construction projects. With the assistance of the AmeriCorps members serving in this role, we anticipate completing 5 new build, 12 Aging in Place/NR projects, and 8 cottages during the service term, with a total of 24 families served. We also anticipate at least 2 community events to occur, which will utilize members to spread the word about our Build programs and encourage community members to get involved as volunteers on our worksites or to apply to be family partners. A secondary goal of this position is to have at least 1 volunteer trained to be a skilled volunteer group leader for our build programs. 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:** Measurable targets must be included and should be targeted **PER MEMBER**. Please use the shared outputs below, inserting “0” if not applicable.

- **80** volunteers will be recruited and/or managed by this AmeriCorps member in the building, rehabilitation, or repair of homes (repairs include ABWK, Weatherization, Critical Home Repair)
- **24** homes will be built, rehabilitated or repaired in partnership with low-income families and individuals by this AmeriCorps member and volunteers (repairs include ABWK, Weatherization, Critical Home Repair)
- **24** individuals (adults and children) will be provided housing services by this AmeriCorps National member
  - **8** individuals affected by a disaster
  - **0** individuals who are veterans, active military, or their family members

**Responsibilities of the position**

- 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, as well as Aging in Place and Neighborhood Revitalization 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 partner families working on site.
- Collaborate with construction staff to identify skilled/enthusiastic volunteers and cultivate their involvement in Habitat’s work (i.e. encourage them to consider being trained as regular site leaders and/or returning volunteers).
- Maintain site safety through modeling of safety practices and guidelines, volunteer education, and site monitoring. Attend safety trainings with our construction staff.
- Provide on-site orientations and safety talks to groups of volunteers and family partners.



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- 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 in order 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 clean ups, community gardens, etc.
- Attend and participate in select affiliate events; responsibilities may include set up, cleanup, and engaging with attendees and informing them about the AmeriCorps program, our affiliate's mission and NR programming, and how to become a volunteer and/or family partner.

**Required Meetings, Trainings and Events** Minimum expectations are outlined below, with the understanding that further trainings may be required as determined by HFHI, CNCS or the host site.

- On Site Orientation to local host site
- First Aid/CPR
- HabitatLearns "Foundations of Habitat" series
- Lockton Safety Courses
- Build-a-Thon (spring)
- National Days of Service (MLK Day required, 9/11 Day of Remembrance and AmeriCorps Week encouraged)
- HFHI Host Site Monitoring Reviews and periodic check-in calls
- Monthly meeting with HSM (minimum)
- Bi-weekly meeting with direct supervisor (minimum)
- Life After AmeriCorps Training (LAFTA)
- Staff meetings, Construction Committee meetings, Board meetings and home dedications, as appropriate
- Annual staff/AmeriCorps team build day
- Individual and/or group professional development trainings may be available based on AmeriCorps interest, HSM/supervisor recommendation and budget
- Host Site Events, including December Breakfast Fundraiser, Holiday Volunteer Party, Family/Volunteer Recognition BBQ and Women's Build in May. Participation in these events will be in line with AmeriCorps program regulations/restrictions.

## Education/Experience/Knowledge/Skills

Required: Valid Driver's License and ability to meet host site's insurance requirements.

Preferred/Helpful:

- Previous experience as a construction AmeriCorps member or with a residential homebuilder
- Experience with power tools or willingness to learn
- Ability to drive large pick-up trucks preferred (or willingness to learn)
- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity and AmeriCorps
- Strong verbal communication skills
- Ability to work with a diverse group of people
- Experience working as a member of a team
- Experience working with volunteers or teaching/group facilitation experience
- Basic experience with Microsoft Word/Excel
- Knowledge of community development practices
- A second language is highly desirable, with preferred language being Spanish
- Experience with Microsoft Project or willingness to learn



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## Physical requirements for this position

- Ability to be on one's feet for extended periods of time, often on rough and uneven terrain
- Ability to lift at least 50 lbs. on a regular basis
- Ability to work on ladders and heights of 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:** 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.

Personal vehicle required?  No  Yes

Member will be required to drive company trucks in order to transport tools and materials to and from the work sites , only if meets insurance standards and age requirements. If Member does not meet age requirements, Habitat will coordinate with the Member to get to daily job sites. This may include a personal vehicle. If a personal vehicle is available and used, members will be reimbursed for service related mileage per the affiate's policy.

## Habitat.org posting blurb:

Serve, learn, lead and explore in the beautiful Wine Country, less than an hour north of San Francisco! 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. During a year of service with Habitat Sonoma County, AmeriCorps members gain insight to the inner workings of a non-profit organization and gain hands-on experience in leadership, public speaking and community development. In your off hours, hike the beautiful Sonoma Coast, explore the Wine Country and spend time getting to know nearby cities including San Francisco and Oakland. Join our Habitat family and form lasting relationships, while creating affordable housing solutions with hard-working families and fire survivors in Sonoma County. [www.habitatsoco.org](http://www.habitatsoco.org)