

# Construction crew leader

AmeriCorps National position description



<b>Host site (local Habitat organization)</b>	Habitat of Sonoma County
<b>Program</b>	AmeriCorps National
<b>Member role</b>	Construction crew leadership
<b>Host site manager</b>	Nichole Wimbiscus
<b>Direct supervisor</b>	Rick Oberdorfer
<b>Service week (days/times)</b> Example: Tuesday-Saturday, 8:30 a.m.-5 p.m. with occasional evenings or Sundays	Tuesday-Saturday 7:30am-4:00pm
<b>Will member engage in any of the following?</b>	<input type="checkbox"/> Disaster response <input type="checkbox"/> Neighborhood Revitalization <input type="checkbox"/> Veterans or military families <input checked="" type="checkbox"/> None
<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

## Goals

Building and repairing more homes is an integral part to our contribution to better neighborhoods and communities, increasing the number of families served. The member will help manage and develop groups of skilled and unskilled volunteers and homeowner families on the build sites, all while maintaining a safe, efficient work environment. With the assistance of the AmeriCorps members serving in this role, we anticipate completing 16 new builds, 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. We view the construction crew leaders as integral to our goals of building more homes, as well as better neighborhoods and communities throughout our service area.

## Outputs

<b>250</b>	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.)
<b>4</b>	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.)
<b>15</b>	Total individuals (adults and children) will be provided housing services by this AmeriCorps member.
<b>7</b>	Individuals affected by a disaster that are included in the total number above.
<b>0</b>	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 traditional build and prefab cottages for fire victims.
- Lead small groups of volunteers, ensuring that they are well-employed while on the work sites. Also assist with the direction and organization of large corporate on-site volunteer groups.
- 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. Help identify any needed safety improvements on the build site.
- 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. Complete build site procedure check lists.
- 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, 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 11<sup>th</sup> 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.
- Consulting/mentoring meetings with previous AmeriCorps members who are currently on staff

## 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.
- A second language is highly desirable, with preferred language being (Spanish).
- Knowledge of community development practices.
- Basic experience with Microsoft Office Suite, especially Word, Office 365, Project and Excel.

### 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

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. Construction tools and safety equipment 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 \*It is preferred

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

### Examples:

Member will be required to drive company trucks to transport tools and materials to and from work sites.

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 at the current Federal rate.

## Habitat.org posting

### Habitat for Humanity of Sonoma County, CA

#### *A year of service with Habitat*

Serve, learn, lead and explore in the beautiful Wine Country of Sonoma County, CA, 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 construction site practices, leadership, public speaking and community development.

#### *Benefits*

In addition to the AmeriCorps living allowance and education award, we offer mentoring programs established with our past AmeriCorps, now current staff members, to help answer any questions, address concerns and learn about their opportunities after service.

#### *Community*

In your off hours, hike the beautiful Sonoma Coast, float the Russian River, 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)