

# Construction crew leader

AmeriCorps National position description



<b>Host site (local Habitat organization)</b>	Greater Cleveland Habitat for Humanity
<b>Program</b>	AmeriCorps National
<b>Member role</b>	Construction crew leadership
<b>Host site manager</b>	Rebecca Smiddy
<b>Direct supervisor</b>	Brendan McCormack
<b>Service week (days/times)</b>	Tuesday-Saturday 7:30am-4:00pm
<b>Will member engage in any of the following?</b>	<input type="checkbox"/> Disaster response <input checked="" type="checkbox"/> Neighborhood revitalization <input type="checkbox"/> Veterans or military families <input 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 of 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. As the majority of our group volunteers are unskilled when they join us, the time it takes our site supervisor to train and keep an eye on volunteers hinders our productivity. This position will not only enable us to break the group in half leading to more one-on-one attention for our volunteers, it will also provide someone to manage the group experience throughout the day. We believe that by having someone on site to manage the group volunteer experience, it will provide a more rewarding experience while providing more concentrated training with volunteers. By having someone to provide more intensive training and a more rewarding experience, we will be able to enhance our volunteer experience by instilling more confidence in our volunteers, which in turn we hope will lead to more of our group volunteers returning as individual volunteers, helping to replace our older volunteers when they are no longer able to participate.

## Outputs

*Measurable targets must be included and should be classified **per member**. Please use the shared outputs below, inserting the appropriate number in the left-hand column or "0" if not applicable. These outputs may **not** be adjusted; the wording must remain as is for reporting purposes.*

<b>380</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>7</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>78</b>	Total individuals (adults and children) will be provided housing services by this AmeriCorps member.
<b>0</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 and gut rehab homes as well as Spruce Up Days.
- 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 consider 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, safety talks and volunteer check in for groups of volunteers and homeowner families.
- 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.
- Participate in regular planning and debriefing meetings as needed.
- On occasion, member may participate in larger community projects, such as Spruce Up Days.
- 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.
- Habitat Learns – “Introduction to Ethics” 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 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. 5K Walk, Run and Mosey) 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.

### 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.

### 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 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.

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

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

Public transportation options to our offices on work sites are limited so access to a personal vehicle is required 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 Habitat organization's policy.

HABITAT FOR HUMANITY INTERNATIONAL

322 West Lamar St., Americus, GA 31709-3543 USA (800) 422-4828 fax (229) 924-6541 [nationalservice@habitat.org](mailto:nationalservice@habitat.org) [habitat.org](http://habitat.org)