

Construction crew leader

AmeriCorps National position description



Any changes or updates to a member's position description must first be approved by your partner engagement specialist.

Host site	DuPage Habitat for Humanity
Program	AmeriCorps National
Member role	Construction crew leadership
Host site manager	Jim Fessler
Direct supervisor	Construction Director
Service week (days/times)	Tues-Sat 7:00AM – 3:30PM with occasional evenings & weekend
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 Critical Home Repair (CHR), A Brush With Kindness (ABWK), Rehab, and new construction projects. With the assistance of the AmeriCorps members serving in this role, we anticipate completing 22 new builds, 10 CHRs, 15 ABWK projects, and 1 rehab during the service term, with a total of 48 families served. We also anticipate at least 2 community events to occur, which will utilize members to spread the word about our NR 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 in each of our NR areas: CHR, ABWK, 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

*Measurable targets must be included and should be classified **per member**. These outputs may **not** be adjusted; the wording must remain as is for reporting purposes.*

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.)
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8	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.)
27	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

- 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 A Brush with Kindness, critical home repair and weatherization 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 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 including Women’s Build (Fall/Spring), Builder’s Blitz (Spring), Executive Build (Summer), Volunteer Recognition BBQ (Summer), Golf Tournament (Summer), Builder’s Breakfast (Winter), Volunteer Awards and Recognition Event (Winter). 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.
- A second language is highly desirable, with preferred language being (language).
- 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

Please note AmeriCorps members are prohibited from serving in a home office.

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 affiliate 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 in order to transport tools and materials to and from the work sites. There will also be potential access to a company vehicle to drive to and from worksite and housing.

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

DuPage Habitat for Humanity

Serve, learn, lead and explore just outside of Chicago. DuPage Habitat for Humanity has been hosting AmeriCorps members since 2011. 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 DuPage Habitat for Humanity, interacting with over 3,000 volunteers, partner families and community stakeholders. During a year of service with DuPage Habitat for Humanity, 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. Benefits beyond the AmeriCorps living allowance and education award include communal housing with other AmeriCorps members. In your off hours, there is so much to do in our community! Chicago and all that it provides is a short train ride away. DuPage County also has a number of great downtown areas with great dining, shopping and more. Social activities are also organized throughout the year for our AmeriCorps members – past events include karaoke, concerts, potluck dinners and an

outing to a Chicago White Sox games. DuPage County also has miles of trails and paths for enjoying the outdoors. Join our Habitat family and form lasting relationships, while creating affordable housing solutions with hard-working families in DuPage County.

HABITAT FOR HUMANITY INTERNATIONAL

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