

Construction crew leader

AmeriCorps National position description



Habitat AmeriCorps member roles define a standard set of activities that members carry out over their service year. However, the goal is to help you meet your needs and vision to increase the impact in your community. The goals, objectives and activities for the positions are standard but may be adjusted to better fit the needs of your local Habitat organization.

In some cases, it is possible for aspects of roles to be combined, where a member can serve a dual role. With any member position, if awarded, program staff will go over the position description with you and any adjustments you may make to ensure sure all activities and requirements are allowable, and all necessary sections are complete.

On your host site application, please indicate if you anticipate needing to make significant changes. **Any changes or updates to a member's position description must first be approved by your partner engagement specialist.**

Host site (local Habitat organization)	Austin Habitat for Humanity
Program	AmeriCorps National
Member role	Construction crew leadership
Host site manager	Maria Darr
Direct supervisor	Billy Whipple
Service week (days/times) Example: Tuesday-Saturday, 8:30 a.m.-5 p.m. with occasional evenings or Sundays	Tuesday – Saturday, 7:30 AM – 4:30AM (some weekends and evenings as needed for special events)
Will member engage in any of the following?	<input checked="" type="checkbox"/> Disaster response <input 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

Position's goals in relation to the project as well as the impact the project will have in the community. Please use the example below as a reference point and adjust the messaging for your host site.

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), Home Preservation, and new construction projects. With the assistance of the AmeriCorps members serving in this role, we anticipate completing 25 new builds, 21 CHRs, 4 Home Preservation projects, during the service term, with a total of 46 families served. We also anticipate at least 2 community events to occur which will utilize members to spread the word about our 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 Critical Home Repair. 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**. 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.*

788	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.)
46	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.)
98	Total individuals (adults and children) will be provided housing services by this AmeriCorps member.
1	Individuals affected by a disaster that are included in the total number above.
10	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 Home Preservation, Critical Home Repair (CHR), 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.
- Participate in regular planning and debriefing meetings as needed.
- Maintain vehicle maintenance log and help with trailer and vehicle maintenance.

- 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.
- Provide volunteer support by managing/coordination tools and materials.
- Act as house leaders, where merited by training and initiative.
- Participate in affiliate's departmental meetings; contributing to decision making process and strategy.
- Training novice volunteers in the construction of homes.
- Welcome volunteers and present morning safety and orientation issues.
- Overall, ensuring success, safety, and satisfaction.

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: The Home for the Holidays Blitz, Annual Volunteer Appreciation event, and house dedications. Participation in these events will be in line with AmeriCorps program regulations.
- Members will enhance their presentation skills via the opportunity to provide the site speech to corporate, faith based, and student volunteer groups.

- Members will have opportunities to improve their interpersonal, cross-cultural, and leadership skills by interrelating with volunteers from all segments of the Austin community.

Experience, knowledge and skills

Please use the example below as a reference point and adjust the messaging for your host site.

Required

- Valid driver's license and ability to meet host site's insurance requirements.

Preferred / Helpful

- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity International and AmeriCorps.
- Strong verbal communication skills.
- Ability to work with a diverse group of people.
- Experience working as a member of a larger team.
- Ability to drive large pick-up trucks (or willingness to learn).
- Experience towing trailers or willingness is preferred.
- Previous experience with a residential homebuilder or as a construction AmeriCorps member.
- Experience with power tools.
- Experience working with volunteers, teaching or group facilitation.
- Basic experience with Microsoft Office Suite, especially Word and Excel.
- Knowledge of community development practices.
- A second language is highly desirable, with preferred language being (language).
- Ability to work outside in the elements (heat, cold, rain, etc.)

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. The job site is

typical of a construction site, outside in the elements, loud, dusty, exposure to paint and saw/sheetrock dust, sun, mosquitos, and “dillo” dirt (fertilizer) are expected!

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:

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

Public transportation options are limited in our community 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 affiliate’s policy.

Habitat.org posting

Austin Habitat for Humanity

A year of service with Habitat

Austin Habitat for Humanity has been hosting AmeriCorps members for the last 10 years. Our members provide leadership on our job sites while engaging and empowering often large diverse groups of volunteers in order to creating affordable housing in the greater Austin area. During their service, our members receive several trainings that contribute to their professional development and job proficiency. Members earn a deep understanding of poverty and housing issues by connecting first-hand in the fight against poverty. At AHFH our members work closely with over 8,000 volunteers each year and since 1985 our affiliate has built more than 425 homes and repaired more than 250 existing homes.

Benefits

In addition to the AmeriCorps living allowance and education award, we also provide a housing stipend of at least \$150 a month and up to \$110 reimbursement for tools and boots.

Community

Even before the U.S. News & World Report named Austin the best place to live in the U.S. in 2017, we were known as the “The Live Music Capital of the World” with one of the fastest growing populations in the country. We have plenty of music, food, and film to keep you entertained in your off time. Close to city center, you can go for a stroll along the hike and bike trail, explore the green belt or paddleboard in Lady Bird Lake. Join our Habitat family and make lifelong friends while building strong, stable, and self-reliant communities in Travis County. www.austinhabitat.org