



AmeriCorps National 2017-2018 Position Description

Affiliate/Host Site Name: HFH of Greater Sacramento (HFHGS)	Host Site Manager (HSM) Name: Donna Higa
Program: AmeriCorps National Member Role: Construction Crew Leader	Will members engage in any of these programs? <input type="checkbox"/> Disaster Recovery <input checked="" type="checkbox"/> Neighborhood Revitalization <input type="checkbox"/> Veterans/Military Families <input type="checkbox"/> None
Service Week (days/times): Tuesday – Saturday, 7:00 AM – 3:30 PM with occasional evenings/Mondays	Direct Supervisor Name: Terry Hardin, Scott Higgins, or Mike Strauch
Will this member be actively building on the construction site at least one day per week? <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*)

AmeriCorps members are essential in helping our affiliate’s construction program build to capacity. Members serving in this role will be part of the team that will give the necessary boost to significantly increase the number of families our affiliate is able to serve through our Home Repairs (HR) and new construction projects. Our affiliate takes an average of 4 months to build new homes and 3-5 weeks for HR depending on how extensive the repairs are.

With the assistance of the AmeriCorps members serving in this role, we anticipate completing 4 new builds and 5-8 Home Repair projects, with a projected total of 12 families served. We also anticipate at least 1 community event to occur which will utilize members to spread the word about our HR program 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 2 volunteers trained to be a skilled volunteer group leader in our new build sites and HR projects. 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.*

- **800** volunteers will be recruited and/or managed by this AmeriCorps member in the building, rehabilitation, or repair of homes (repairs include A Brush With Kindness (ABWK), Weatherization, Critical Home Repair)
- **5** 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)
- **35** individuals (adults and children) will be provided housing services by this AmeriCorps National member
 - **2** 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 building new and revitalizing existing homes, as well as ABWK, 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 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.
- Complete the reporting and timesheet requirements of the AmeriCorps program in a timely, accurate, and thorough manner
- Follow Roles and Responsibilities list for daily, weekly and monthly tasks.
- Arrive on time and ready to serve, and promote the mission, goals and values of the AmeriCorps program

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 online
- Lockton Safety Courses online
- National Service Leadership Conference (Fall)
- 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 Homeowner Orientation, HabiTour, Hammy Awards Dinner, and Annual Gala Fundraiser. Participation in these events will be in line with AmeriCorps program regulations/restrictions.

Education/Experience/Knowledge/Skills required for this position

Required:

- Valid Driver's License and ability to meet host site's insurance requirements

Preferred:

- 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
- Ability to drive large pick-up trucks preferred (or willingness to learn)
- Previous experience as a construction AmeriCorps member or with a residential homebuilder preferred
- Experience with power tools preferred

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- Experience working with volunteers or teaching/group facilitation experience desirable
- Basic experience with Microsoft Word/Excel and email is preferred
- Knowledge of community development practices preferred
- A second language is highly desirable, with preferred languages being Hmong or Russian

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
- Ability to dig trenches for utilities and post holes for fencing

Service Site Environment - Please describe type of office space, computer and communication equipment, internet and email access, construction tools, etc. that will be provided for the AmeriCorps member(s). 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.

Personal vehicle required? No Yes - If yes, please provide explanation detailing necessary usage of vehicle. If member will be using a company vehicle, please also include in the details:

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.

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

Habitat.org posting blurb:

Serve the community of the diverse Sacramento, California area with Habitat for Humanity of Greater Sacramento. Our AmeriCorps are valued members of our Habitat family who provide leadership on our project sites in assuring that our individual and corporate volunteers have a rewarding and safe building experience. Utilize and improve your leadership skills, interact with people from other cultures and histories. Network with service minded people like yourself from the neighborhood and business communities. Our experienced Site Supervisors and frequent volunteers will teach you their lifetime of skills and knowledge. You may have the opportunity to build a house from the dirt to the roof and everything in between so that when you own a home, you can put the skills you learned to good use. You may also have the opportunity to revitalize a Veteran's home so that they might safely age in place. The Sacramento area has a cost of living that is more affordable than the more well-known San Francisco and Silicon Valley - Bay Area. The area is 2 hours from San Francisco city-life, or skiing at Lake Tahoe or wine tasting in Napa. You can make Mount Shasta and Lassen a beautiful weekend trip. Sacramento is the State Capitol and a historical area from the days even prior to the Gold Rush. You can pan for gold in our rivers or hike and bike ride in historic and gorgeous Auburn National Park. Sacramento has daily Farmers' Markets, a booming beer brewing culture and is the center of a Farm to Fork movement. The urban areas are walking and biking friendly. Sacramento offers a 3 bedroom house to AmeriCorps members for \$175 a month with a \$150 security deposit. The house is conveniently located to the Downtown and Mid-town areas which are accessible by walking

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or biking. Weekly food and hygiene products are donated by Costco and made available first to our AmeriCorp. Sacramento celebrates our finished houses with a House Dedication Event, when we turn the keys over to the new homeowner, which has been attended by City Mayors and Councilmen. Our volunteers have returned for the house dedication and proudly tell their spouses, "I installed that kitchen tile, right there!" Visit our website:

<http://habitatgreatersac.org/>