

# Construction crew leader

AmeriCorps National position description



<b>Host site (local Habitat organization)</b>	Habitat for Humanity of Greater Sacramento
<b>Program</b>	AmeriCorps National
<b>Member role</b>	Construction crew leadership
<b>Host site manager</b>	Operations Administrator
<b>Direct supervisor</b>	Site Supervisor
<b>Service week (days/times)</b>	Tuesday – Saturday, 7:00 AM – 3:30 PM with occasional evenings/Mondays
<b>Will member engage in any of the following?</b>	<input type="checkbox"/> Disaster response <input checked="" type="checkbox"/> Neighborhood Revitalization <input checked="" 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

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 30 Home Repair projects, with a projected total of 42 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. In addition, a secondary goal of this position is for the AmeriCorps member to identify, train and support some of the regular volunteers to serve as additional crew leaders for volunteers at our new build sites and home repair 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 classified per member.*

<b>800</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>9</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.

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 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.
- 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.
- Order, purchase and deliver construction material to work sites.

## 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.*

- On Site Orientation to local host site
- First Aid/CPR
- Habitat Learns – “Foundation of Habitat” online series, “Introduction to Ethics and Inclusion” and “Speak up!”
- Lockton Safety Courses online
- 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/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.

## Experience, knowledge and skills

### Required:

- Valid driver’s license and ability to meet host site’s insurance requirements
- Excellent driving record
- Smart phone with GPS
- Financial responsibility with gift card-based purchases
- Works responsibly with minimal management oversight

### 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
- Experience working with volunteers or teaching/group facilitation experience desirable
- Working knowledge of Microsoft Office including Word, Excel and Outlook
- Knowledge of community development practices preferred
- A second language is highly desirable, with preferred languages being Hmong or Russian
- Excellent customer service and phone skills
- Excellent organizational skills
- Flexible in adapting to a changing environment and schedule
- Attention to details

### 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 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

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.

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

A personal vehicle is required as the Sacramento public transportation system is not robust for getting to work sites. Habitat for Humanity of Greater Sacramento also has shared company vehicles available for use when doing purchase runs and site deliveries. 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.