

# 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.**

<b>Host site (local Habitat organization)</b>	Gwinnett Habitat for Humanity
<b>Program</b>	AmeriCorps National
<b>Member role</b>	Construction Crew Leader
<b>Host site manager</b>	Jen Welch
<b>Direct supervisor</b>	Cliff Shields/Frank Stoffle
<b>Service week (days/times)</b> Example: Tuesday-Saturday, 8:30 a.m.-5 p.m. with occasional evenings or Sundays	Tuesday - Friday, 8:30am-5pm; Saturdays 7:30am-4pm with occasional evening/Sundays
<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

Building and repairing more homes is an integral part to 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 and Neighborhood Revitalization project locations, all while maintaining a safe, efficient work environment.

## Outputs

<b>160</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, Neighborhood Revitalization, weatherization, critical home repair.)
<b>15</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, Neighborhood Revitalization, weatherization, critical home repair.)
<b>25</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>1</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 A Brush with Kindness, Neighborhood Revitalization, 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 storage trailers, ABWK van, and onsite tool 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 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. holiday fundraiser, art auction, Healthy Habitat Walk-a-Thon). 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.
- Ability to work with a diverse group of people.
- Strong verbal communication skills.
- Basic experience with Microsoft Office Suite, especially Word and Excel.

### 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.
- 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 (Spanish).
- Knowledge of community development practices.

### 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 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 their personal vehicle to and from work sites.

Public transportation options are limited in our community so access to a personal vehicle is required/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

Gwinnett Habitat for Humanity is looking to add a new member to our affiliate family! Have a heart for helping your community? Help us build better homes and brighter futures for our families by serving as a Construction Crew Leader to help build new homes and assist with home repair projects.

Gwinnett County, located just northeast of Atlanta, is home to more than 900,000 residents and is made up of one of the most diverse populations in the country. Since 1988, Gwinnett Habitat has constructed or renovated over 140 homes and completed over 170 A Brush With Kindness home repair projects. Join us as we serve even more families in need through the building of homes, communities and hope.

Past construction experience is not required, just a willingness to learn and a heart to help!

HABITAT FOR HUMANITY INTERNATIONAL

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