



AmeriCorps National Position Description

Affiliate/Host Site Name: Habitat for Humanity of Durham	Host Site Manager (HSM) Name: Laine Staton
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, 7:30 AM – 4:30 PM with occasional evenings/Sundays	Direct Supervisor Name: Nicole Tyra
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:

AmeriCorps members will help Durham Habitat extend its reach into the community and provide an educational and rewarding environment for volunteers and partner families. Durham Habitat will work on historic rehabs, single site infill construction, and larger scale block building. AmeriCorps members are crucial to our success because they have the effect of multiplying our trained work force and cultivating a strong base of skilled and regular volunteers, allowing our staff of Construction Supervisors to oversee more projects reliably and safely.

Through this multiplying effect, we will complete the demanding rehab projects and single site in-fill projects while training a volunteer base that will allow us to expand to building 30 homes in 2019. AmeriCorps members are powerful recruiters and trainers of additional Crew Leaders that are key to our affiliates' ability to increase building capacity and serving more families.

Outputs: Measurable targets must be included and should be targeted **PER MEMBER**. Please use the shared outputs below, inserting "0" if not applicable.

- **500** volunteers will be recruited and/or managed by this AmeriCorps member in the building, rehabilitation, or repair of homes (repairs include ABWK, Weatherization, Critical Home Repair)
- **3** 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)
- **12** individuals (adults and children) will be provided housing services by this AmeriCorps National member
 - **0** individuals affected by a disaster
 - **0** 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 new and gut rehab homes, as well as A Brush With Kindness (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.

Any changes/updates to a member's position description must be approved by your HFHI specialist.



AmeriCorps National Position Description

- 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.
- Exhibit a positive attitude while interfacing respectfully and harmoniously with homebuyer partners, sponsors, and community volunteers.
- Attend weekly meetings and complete required paperwork on a timely basis.
- Represent the values of both AmeriCorps and Durham Habitat.

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
- Lockton Safety Courses
- 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
- 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
- Meetings with various HFHD staff members, sponsor groups, and homebuyers as needed, board meetings, home kickoffs, home dedications, The Bull Moon Ride & Run, Bull City Race Fest and various appreciation events
Participation in these events will be in line with AmeriCorps program regulations/restrictions.

Education/Experience/Knowledge/Skills

Required:

- Valid Driver's License and ability to meet host site's insurance requirements (Remove if not applicable)

Preferred/Helpful:

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

Any changes/updates to a member's position description must be approved by your HFHI specialist.

Version 11/30/2017



AmeriCorps National Position Description

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

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

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.

Personal vehicle required? No Yes

The member must have a reliable mode of transportation and have a valid driver's license. The member will be responsible for traveling to and from the construction site and the office in a timely fashion. They may be asked to move from one site to another throughout the day. Approved service-related mileage will be reimbursed per the affiliate's policy. Members will have access to company trucks/vehicles if they are needed for transporting building materials or tools. A clean driving history is required in order to use company vehicles.

Habitat.org posting blurb:

Make a difference in the rapidly changing city of Durham, North Carolina. Since 1985 we have permanently housed more than 350 families. Durham Habitat invests in existing communities by building homes and completing repairs in low-income, urban neighborhoods. Our affiliate develops innovative initiatives, including 500 square foot homes and a Homeowner Incubation Program, to serve and qualify more families. In the upcoming year we plan to engage over 5,000 volunteers to build 30 new homes and complete 50 repairs in Durham. 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. Benefits beyond the AmeriCorps living allowance and education award include a housing stipend of \$250/month for new members and \$350/month for returning members, a \$40/month cell phone stipend, and a one-time \$75 tool/boot allowance. www.durhamhabitat.org.

Any changes/updates to a member's position description must be approved by your HFHI specialist.

Version 11/30/2017