



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 Leadership - Repairs	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 – 4:00 PM	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

Repairs-focused AmeriCorps members will allow HFHD to significantly extend our reach in the community and provide an educational and rewarding environment for volunteers and partner families. HFHD plans to continue to grow the number of critical repairs projects completed each year. Our team completed 45 repairs in 2016, 50 repairs in 2017, and is on track to complete another 50 repairs in 2018. AmeriCorps members have enabled this growth in families served. Future AmeriCorps members will allow us to sustain this high level of impact and position us to grow more in coming years. In the coming year, each member will be responsible for training at least 5 new volunteers to support the completion of less critical repairs, allowing our staff to efficiently move to the next home in need of a critical repair. Eventually, as the team builds stronger relationships with skilled and passionate regular volunteers, our team will be positioned to incorporate volunteers into all aspects of the repairs program. We look forward to implementing this creative solution to better leverage volunteer support within the repairs program.

The Repairs AmeriCorps member role will help us renew our focus on homeowner relationships. Unlike new construction, repairs homeowners are usually home during the construction process. This poses a unique opportunity for a member of our team to build a deeper relationship with this homeowner. Through conversation over the period of the repair, our AmeriCorps member will get to know this homeowner's unique story. With a combination of shared stories and photographs, our external relations team will be far better equipped to raise awareness and then resources for this less-well-known program, ensuring long-term public support for this incredible program.

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

- **50** 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)
- **35** 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)
- **50** individuals (adults and children) will be provided housing services by this AmeriCorps National member
 - **0** individuals affected by a disaster
 - **5** 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.

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- Lead small groups of volunteers, ensuring that they are well-employed while on the work sites. Teach the volunteers construction skills and supervise their work on such tasks as framing, siding, roofing, painting, carpentry, and landscaping.
- 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.
- Lead a "Welcome Circle" at the start of each volunteer shift that outlines Durham Habitat's mission and the need for safe, decent, and affordable housing in Durham as well as on-site orientation and safety talk.
- 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 an organized, safe worksite.
- Plan daily volunteer activities and prepare worksites for construction.
- 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 HFHD.

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
- 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 and Construction Committee meetings 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
- 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

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Education/Experience/Knowledge/Skills

Required:

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

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)
- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity and AmeriCorps
- Strong verbal communication skills
- Open to constructive criticism and direction
- 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 languages being Spanish, Karen or Burmese

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

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

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 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

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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.

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