

# Construction Crew Leader

AmeriCorps National position description



<b>Host site (local Habitat organization)</b>	Habitat for Humanity of Durham
<b>Program</b>	AmeriCorps National – Construction Crew Leader - Repairs
<b>Host site manager</b>	Jenni Amis
<b>Direct supervisor</b>	Will Everhart
<b>Length of term of service</b>	<input checked="" type="checkbox"/> Full time for 10 ½ months <input type="checkbox"/> Part time for 10 ½ months
<b>Service week (days/times)</b>	Monday – Friday, 8:00 am – 4:00 pm
<b>Is a personal vehicle required for service?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<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

## Construction Crew Leader - Repairs

Durham Habitat's Critical & Urgent Repairs program is intended to help Durham homeowners with limited income correct substandard housing conditions, which pose an imminent threat to life, safety, or accessibility. The goals of the program are to protect Durham's current affordable housing stock and allow Durham residents to age in place with dignity.

Each Repairs member will be paired with a site supervisor, allowing more repair teams to be out in the field, which means more families receiving support in maintaining their home. Typical home repairs include, but are not limited to replacing floors, putting ramps on decks, updating bathrooms, and replacing roofs. AmeriCorps members will also work with small groups of volunteers on site. For our Repairs AmeriCorps members, the desired result is confidence in identifying, diagnosing, and competently completing repairs in and around a home. They will work closely with the site supervisor to accomplish these goals. Due to the nature of their position, they will have less interaction with volunteers, but we do expect them to come away with an increased comfort level engaging with and working with the homeowners and partner families.

## 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 (ABWK), Critical Home Repair (CHR) and weatherization projects.
- 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.
- 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.
- 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).
- Exhibit a positive attitude while interfacing respectfully and harmoniously with homeowners, 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.

### Member development, meetings, and events

- Onsite orientation with local host site manager.
- First Aid/CPR.
- Habitat Learns – “Foundation of Habitat” online series.
- *Introduction to Ethics and Inclusion* and *Speak Up!* online courses
- 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 (encouraged).
  - AmeriCorps Week (encouraged).
- Host site monitoring reviews.
- Monthly meeting with host site manager.
- Monthly meeting with direct supervisor.
- Life After AmeriCorps training.
- Staff, construction committee and board meetings and home dedications, as appropriate.

- 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. Builders Blitz, Spring Breakfast Fundraiser). 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

#### 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
- 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

- 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.

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.