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| **Host site (local Habitat organization)** | HFH Snohomish County |
| **Program** | AmeriCorps National |
| **Member role** | Construction crew leadership |
| **Host site manager** | Karisa Lee |
| **Direct supervisor** | Chris Anderson |
| **Service week (days/times)** | Monday – Friday 8:30 a.m. – 5 p.m., occasional evenings and Saturdays.  |
| **Will member engage in any of the following?** | [ ]  Disaster response[ ]  Neighborhood Revitalization [ ]  Veterans or military families[x]  None |
| **Will member be actively building on the construction site at least one day per week?** | [x]  Yes[ ]  No |

Goals

The member serving in this role will be part of the AmeriCorps team supporting an increase in the number of families our affiliate is able to serve through new construction and repair projects. With the assistance of the AmeriCorps member serving in this role, we anticipate starting a new construction build this year, serving four families upon completion. The new construction project (Twin Creeks Phase 2) is a multi-family housing unit, with four family units planned. We are also in the process of launching a new repairs program that will include services such as weatherization, exterior maintenance, and home repair, The AmeriCorps member will identify repair program best practices, assist in generating resources needed to launch this program and help track repair project progress. We view the construction crew leaders as integral members of the construction management team, and essential to our goal of building more homes, better neighborhoods, and communities throughout our service area.

Outputs

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| **30** | 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.)  |
| **20**  | 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.) |
| **50** | 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.  |
| **0** | 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 will be new home construction but could include removal of previous existing structures.
* 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.
* Assist with planning and design of projects where necessary.
* 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.

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, “Introduction to Ethics and Inclusion” and “Speak up!”
* 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 11th 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, including Annual BBQ and Auction and others that may be planned. 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.

**Preferred**

* 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
* Construction Management, Civil Engineering, Architecture or Design or related field experience or degree is preferred, but not required

**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. *Please note AmeriCorps members are prohibited from serving in a home office.*

Will a **personal vehicle** be required? [x]  Yes [ ]  No

A personal vehicle is required to get to and from job sites, as well as any required meetings. Approved service-related mileage (beyond commuting to and from service) will be reimbursed per the affiliate’s policy. HFH Snohomish County reimburses mileage for any commuting beyond the Corporate Office.

HABITAT FOR HUMANITY INTERNATIONAL

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