



AmeriCorps National position description

Local Habitat organization	Habitat for Humanity of Greater Cincinnati
Host site manager	Jennifer Newman
Direct supervisor	Mark Bossert
Length of term of service	<input checked="" type="checkbox"/> Full time for 10 ½ months <input type="checkbox"/> Part time for 10 ½ months <input type="checkbox"/> Half time for 6 months
Service week (days/times) <i>Example:</i> Tuesday-Saturday, 8:30 a.m.-5 p.m. with occasional evenings or Sundays	Tuesday-Saturday, 8:00 a.m.-4 p.m. with occasional early or late hours and Mondays
Is a personal vehicle required for service?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will member be actively building on the construction site at least one day per week?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Construction crew leader

The construction crew leader plays an integral part in building and repairing homes. They lead groups of skilled and unskilled volunteers and homeowners in construction activities while maintaining a safe, efficient work environment, thus developing, and enhancing their volunteer management and construction skills.

Service activities

- Assist with all aspects of 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 construction, rehabilitation, critical home repair and weatherization projects.
- Lead small groups of volunteers and facilitate safe and positive experiences for everyone working on site.
- Maintain site safety by adhering to Habitat construction safety policies, modeling best practices and guidelines, volunteer instruction and site monitoring.
- 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 consider being trained as regular site leaders and/or returning volunteers).
- Provide on-site orientations and safety talks to groups of volunteers and homeowner families.
- Help with materials management on site and at the local Habitat warehouse and storage trailers. Pick up and organize materials needed for projects.

- Set up and cleanup project sites.
- Maintain site logs for each project to assess progress and next steps.
- Participate in regular planning, safety committee and debriefing meetings.
- Twice-a-year, assist with the bi-annual Rock the Block event by assisting with material organization, project pre-work, leading a site or being part of a truck team.
- On occasion, members may participate in larger community projects, such as lot cleanups, community gardens, etc.
- Attend and participate in select Habitat organization events; responsibilities may include set up, clean up and engaging with attendees, informing them about the AmeriCorps program, our Habitat organization's mission, Neighborhood Revitalization programming, and how to become a volunteer or homeowner family.

AmeriCorps members may not perform prohibited activities as outlined in [45 CFR §2520.65](#) nor may they supplement, duplicate or displace staff members in place at the host site.

Member development

Minimum expectations are outlined in the member development guidance, which will be available during the interview process, with the understanding that further trainings may be required, as determined by the host site, Habitat for Humanity International or our federal funder. AmeriCorps National members' training may not exceed 20% of their aggregate hours.

- Member initiated opportunities in Construction or Leadership related development opportunity.
- Host site specific, on-site orientation
- First Aid and CPR (National members only)
- Foundations of AmeriCorps Training Series
- National days of service:
 - Dr. Martin Luther King, Jr. Day (required).
 - September 11th National Day of Service and Remembrance and AmeriCorps Week (encouraged).
- Habitat AmeriCorps whistleblower policy
- AmeriCorps member progressive disciplinary policy
- Monthly member check-ins
- Mid-term performance review
- Strength Finders
- Life after AmeriCorps training (LAFTA)
- End of term performance review

Experience, knowledge and skills

Minimum requirements

- AmeriCorps members must be a U.S. citizen, national or lawful permanent resident.
- AmeriCorps members must be at least 18 or older.
- AmeriCorps members must have a high school diploma or GED.
- AmeriCorps members may have recurring access to vulnerable populations and must satisfy the National Service Criminal History Check eligibility criteria.
- Valid driver's license and ability to meet host site's insurance requirements. Members will be asked to drive affiliate trucks to help haul tools and materials to site. Further, public transportation in our area is lengthy

and may not go near some of our sites; therefore, a personal car is required. Additionally, travel between sites is occasionally needed.

Preferred qualifications

- Knowledge of and willingness to promote the mission and activities of Habitat for Humanity International and AmeriCorps.
- Ability to work with a diverse group of people.
- Strong verbal communication skills.
- Experience working with volunteers, teaching or group facilitation.
- Experience working as a member of a larger team.
- Basic experience with Microsoft Office Suite, especially Word and Excel.
- Ability to drive large pickup trucks (or willingness to learn).
- Previous experience with a residential homebuilder or as a construction AmeriCorps member.
- Experience with power tools.
- 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 Habitat organization office to check service-related email and complete timesheets and reporting.

Members will be required to drive company trucks to transport tools and materials to and from work sites.

Members will need to use personal cell phone for work including, but not limited to email, virtual meetings, phone calls, Team software (Community Connect and Buildertrend, as applicable).

Public transportation options are limited in our community so access to a personal vehicle is 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 Habitat organization’s policy.

REVISION HISTORY

Date	Explanation