



AmeriCorps National Position Description

Affiliate/Host Site Name: Habitat for Humanity of Montgomery and Delaware Counties	Host Site Manager (HSM) Name: Cara Przybylowicz
Program: AmeriCorps National Member Role: Construction Crew Leadership	Will members engage in any of these programs? <input type="checkbox"/> Disaster Recovery <input checked="" type="checkbox"/> Neighborhood Revitalization <input checked="" type="checkbox"/> Veterans/Military Families <input type="checkbox"/> None
Service Week (days/times): Tuesday – Saturday, 8:00 AM – 4:30 PM with occasional evenings/Sundays	Direct Supervisor Name: Porter Gould
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 (position’s goals in relation to the project as a whole, as well as the impact the project will have in the community)

Habitat for Humanity of Montgomery and Delaware Counties County (Habitat MontDelco) partners with families to open doors together – whether building a house, repairing a roof, or leveraging our capabilities to provide a hand up to a neighborhood block. Our affiliate is performing at our highest level to date with over 2,100 current volunteers, 83 homes built or rehabilitated, and most importantly, 1,100 partner families served. Habitat MontDelco acquired Habitat for Humanity of Delaware County (Habitat Delco) during the last service year, which expanded our service area and the number of families and communities we aim to serve. The member in this role will work with staff to support our current construction operations, as well as to support the expansion of our programming into a new service area.

The members serving in this role will be part of the AmeriCorps team that will give the necessary boost to significantly increase the number of families our affiliate is able to serve through our Neighborhood Revitalization projects (NR) projects, which include Critical Home Repairs (CHR), A Brush With Kindness (ABWK) projects, and Rehabs. The members may also assist with new construction projects. With the assistance of the AmeriCorps members serving in this role, we anticipate a continued increase in production in our NR/CHR program where we plan to complete 2 rehabs, 34 CHRs, and 20 ABWK projects during their service term, with a total of 56 families served through these programs alone. We also anticipate at least 2 Rock the Block events to occur which will utilize members to spread the word about our NR programs and encourage community members to get involved as volunteers on our worksites or to apply to be family partners. A secondary goal of this position is to have at least 2 volunteers trained to be skilled volunteer group leaders in each of our NR areas: CHR, ABWK, and Rehab. Finally, during the AmeriCorps members’ time, Habitat will provide services to 6 Veterans and at least 15 elderly community members. We view the construction crew leaders as integral to our goals of building more homes and better neighborhoods and communities throughout our service area.

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)
- **50** 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)
- **100** individuals (adults and children) will be provided housing services by this AmeriCorps National member
 - **0** individuals affected by a disaster
 - **6** 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.
- 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.
- 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.
- Perform physical assessments of potential CHR projects in collaboration with staff
- Assist staff with creation of CHR scope of work documents and estimates

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, Construction Committee meetings, Board meetings and home dedications, 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
- Host Site Events, including Women Build and April Signature Event.
* Participation in these events will be in line with AmeriCorps program regulations/restrictions.
- Mentoring sessions with community mentor once per month

Education/Experience/Knowledge/Skills

Required:

- Valid Driver's License and ability to meet host site's insurance requirements
- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity and AmeriCorps
- Strong verbal communication skills

Preferred:



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- Ability to work with a diverse group of people
- Experience working as a member of a team
- Ability to drive large pick-up trucks (or willingness to learn)
- Previous experience as a construction AmeriCorps member or with a residential homebuilder
- Experience with power tools
- Experience working with volunteers or teaching/group facilitation experience
- Basic experience with Microsoft Word/Excel
- Knowledge of community development practices A second language is desirable, with preferred languages being Spanish or Arabic

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: Describe type of office space, computer and communication equipment, internet and email access, construction tools, etc. that will be provided for the AmeriCorps member(s). Please note AmeriCorps members are prohibited from serving in a home office:

The AmeriCorps member will share office space with other members of the construction crew. Each work station has a computer and ability to use a private phone line. In addition, the member will receive a smart phone with access to email, texts and the ability to take photos of various job sites.

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 be working in owner-occupied homes and may be exposed the pets, allergens, dust, etc.

Personal vehicle required? No Yes If yes, provide explanation detailing necessary usage of vehicle. If member will be using a company vehicle, also include in the details:

Habitat MontDelco's expanded service area includes both Montgomery and Delaware Counties. Public transportation options are limited in these communities so access to a personal vehicle is required to get to and from service sites, as well as any required meetings. However, more often than not when engaging in repair projects, the member will accompany the Critical Repair Specialist in a company vehicle. The member may at times be required to use a company vehicle to transfer materials and equipment between the warehouse and job site. Approved service-related mileage (beyond commuting to and from service from home) will be reimbursed per the affiliate's policy.

How to Apply: Please send your resume and cover letter to cara@habitatmontdelco.org to apply.