



AmeriCorps National position description

Local Habitat organization	Bend/Redmond Habitat for Humanity
Host site manager	Susan Makris
Direct supervisor	Scott Brown
Length of term of service	<input checked="" type="checkbox"/> Full time for 10 ½ months <input type="checkbox"/> Part time for 10 ½ months
Service week (days/times)	Monday-Friday, 8am-4pm with occasional evenings or weekends
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

- Follow the direction of the Site Supervisor on day-to-day construction tasks, procurement of materials and supplies, safety procedures, tool management, and volunteer leadership
- Assist with all aspects of hands-on construction tasks including, but not limited to, site prep, framing, insulation, flooring, roofing, finish carpentry and landscaping. Projects are primarily new construction. Tasks will primarily be interior finish work this service year.
- 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.
- Help with material management on site and at the local Habitat warehouse and storage trailers. Pick up and organize materials needed for projects.
- Set up and clean up project sites.
- Check in/out volunteers through online volunteer registration program.
- Participate in monthly planning and debriefing meetings as needed.
- Attend and participate in select Habitat organization events; responsibilities may include set up, clean up, and engaging with attendees.

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.

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.
- Ability to drive large pick-up trucks/trailers; or willingness to learn.
- Ability to take direction on an active construction site.
- Ability to be flexible with changing project schedules and staffing needs.
- Ability to complete AmeriCorps online timesheet and reporting requirements in a timely, thorough and accurate manner.

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, instructing individuals or facilitating groups.
- Experience working as a member of a team.
- Basic experience with computer systems.
- Experience with power tools.
- Ability to read blueprints.
- Basic understanding of building codes and safety.
- Previous construction experience.

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.)
- Ability to work in and around attics, crawlspaces, and related spaces that might be difficult to access.

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 and construction is all year round. Construction tools and safety equipment will be provided. Members will have access to a shared computer station in the local Habitat office to check service-related email, take service-related online trainings, and complete timesheets and reporting. Members will be provided with an affiliate-specific email address.

Public transportation options are limited in our area so access to a personal vehicle is required to get to and from service, as well as any required meetings. During the winter, 4-wheel drive and/or traction tires are highly recommended. Members will be required to drive company vehicles, including trailers, in order to transport tools and materials to and from work sites.

LEARN MORE

Related resources can be found at <https://hfhi.sharepoint.com/sites/VolunteerPrograms/SitePages/host-site-application-resources.aspx> on the Knowledge Center.

REVISION HISTORY

Date	Explanation