



## Twin Cities Habitat for Humanity 2017-18 AmeriCorps Program Position Description



<b>Title:</b> AmeriCorps Member - Construction Volunteer Facilitator	
<b>Living Allowance:</b> \$12,630 <b>Education Award:</b> \$5,815 <b>Additional Benefits:</b> \$200 clothing/tool allowance, \$35/month cell phone allowance, health insurance, childcare, affordable housing (\$200/month)	<b>Term Dates:</b> 11/27/17 – 11/9/18 ~ OR ~ 01/08/18 – 12/21/18
<b>Reports to:</b> Construction Site Supervisor, National Service Program Manager	<b>Schedule:</b> Tuesday-Saturday (October-April) Monday-Friday (May-September)

### **APPLICATION PROCESS:**

To be considered for the position, please email your resume to [kristal.sawatzke@tchabitat.org](mailto:kristal.sawatzke@tchabitat.org) no later than October 28th. Interviews will take place October 29 – November 5. Successful candidates will be invited to submit a full AmeriCorps application, due November 9. Offers will be made November 12 and positions must be accepted by November 16. Selected candidates may choose a start date of November 27<sup>th</sup> or January 8<sup>th</sup>, serving a total of 50 weeks.

### **POSITION SUMMARY**

The Construction Volunteer Facilitator provides direct support to site supervisors, construction volunteers, and Habitat homebuyers in building and rehabilitating Habitat Homes.

### **ESSENTIAL RESPONSIBILITIES**

- Provide support to construction site supervisor
  - Assist site supervisor with preparing the site for daily construction activities
  - Review plans with site supervisor to determine required materials and tools
  - Retrieve appropriate quantities of correct materials and tools from the warehouse or other site and transport to the designated site, entering appropriate information in Warehouse Inventory database
  - Purchase materials and tools from local retailers when necessary, transporting to the site, completing appropriate paperwork associated with purchases
  - Perform various construction tasks as assigned by site supervisor, while building cooperatively with volunteers and homebuyers
- Facilitate on-site educational activities with volunteers
  - Teach TCHFH-designed Service Learning Curriculum
  - Present background information on affordable housing and civic engagement
  - Facilitate volunteer group reflection and discussion
  - Answer questions related to Habitat for Humanity and affordable housing
- As needed and assigned, lead crews of volunteers and homebuyers on the construction site
  - Communicate assignments to volunteers and homebuyers
  - Teach appropriate use of materials and tools to volunteers and homebuyers
  - Answer questions about assignments and provide feedback
  - Facilitate on-site affordable housing educational activities
- Participate in AmeriCorps-related activities as assigned
  - Attend orientation at beginning of service
  - Attend AmeriCorps civic engagement retreats and team meetings
  - Participate in scheduled affiliate, program and statewide AmeriCorps events
- Perform minor maintenance tasks on assigned construction vehicle

## **ESSENTIAL QUALIFICATIONS**

- 18 years of age or older
- A U.S. Citizen or U.S. National or a lawful permanent resident
- High school diploma or GED but Bachelor's degree preferred
- Not served two terms of service within AmeriCorps already (with some exceptions)
- Possess a valid driver's license with a good driving record
- Successfully pass background, sex offender and FBI fingerprint checks
- Must submit contact information for one professional reference

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to learn and apply construction terminology, tool and material-usage and general techniques
- Good oral and written communication skills
- Ability to make routine decisions and problem-solve
- Adaptable & flexible regarding communication & work styles, work assignments & service hours
- Perform and solve basic math calculations and problems
- Ability to work independently or in a group
- Prior volunteer experience preferred

## **ESSENTIAL PHYSICAL REQUIREMENTS**

- Stand and walk for the majority of a day, usually on uneven surfaces
- Climb ladders and scaffolding and use stairs and ramps
- Bend, lift, grasp, reach, push, and pull materials and tools to move them into and out of vehicles and to move them around
- Give and receive detailed information through verbal communication
- Periodically lift and move loads up to 50 pounds
- Independently operate a motor vehicle
- Must wear appropriate safety equipment and clothing

## **SERVICE ENVIRONMENT**

The majority of service is performed outside on construction sites, either new-build or building rehabilitation with exposure to dirt, dust, dampness, construction debris, extreme temperatures, warehouse and construction noises and fumes and odors from construction materials.

## **TOOLS AND EQUIPMENT USED**

Basic and power construction tools, such as: hammer, wrench, screw drivers, utility knife, tape measure, scissors, drill, reciprocating saw, etc.

## **EOE/AA**

The Minnesota Habitat for Humanity AmeriCorps Program will take Affirmative Action to ensure that all employment practices are free of discrimination. Such employment practices include, but are not limited to, the following: recruitment, employment advertising, selection, hiring, upgrading, promotion, demotion, transfer, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training and apprenticeship opportunities. Reasonable accommodations will be made for qualified individuals with known disabilities for interviews and for service positions.

The Minnesota Habitat for Humanity AmeriCorps Program strives to engage men and women from a wide variety of cultures, races, educational backgrounds, socioeconomic statuses, ages and abilities.