

AmeriCorps Member –Construction Volunteer Facilitator

Living Allowance: \$3,350

Start Date: Wednesday, May 29, 2019

Education Award: \$1,566 (appx)

End Date: Friday, August 10, 2019

Reports to: Site Supervisor,
National Service Program Manager

Schedule: Monday – Friday
(occasional Saturdays)

additional benefits

In addition to the living allowance and Segal Education Award, members receive a \$35/month cell phone allowance, \$100 boot and tool allowance, health insurance, and may have access to childcare reimbursement and an affordable housing option (\$200/month). Additionally, members receive extensive training and professional development opportunities.

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
 - Answer questions related to Habitat for Humanity
 - Facilitate on-site affordable housing educational activities
 - Lead discussion and reflection, utilizing service learning curriculum
- As needed and assigned, lead crews of volunteers and homebuyers on the construction site
 - Communicate assignments to volunteers and homebuyers
 - Answer questions about assignments and provide feedback
 - Teach appropriate use of materials and tools to volunteers and homebuyers
- 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
- Complete necessary administrative tasks
 - Code receipts and submit all expense reports by the required deadline
 - Check email daily and respond in a timely manner
 - Submit time-off requests and other required online forms by required date
- Perform minor maintenance tasks on assigned construction vehicle
 - Schedule oil change appointments and maintain proper vehicle care

essential qualifications

- 18 years of age or older
- A U.S. Citizen or U.S. National or a lawful permanent resident alien
- High school diploma or GED
- 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 and sex offender's checks
- Must submit contact information of one professional reference
- Must have access to reliable transportation

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

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

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.

affirmative action and equal opportunity employer

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.

To apply, please submit your resume by email to AmeriCorpsProgram@tchabitat.org.