

## Construction Volunteer Facilitator – Lakes Area Habitat for Humanity

**Living Allowance:** \$3,350

**Start Date:** Monday, June 3, 2019

**Education Award:** \$1,612 (appx)

**End Date:** Friday, August 30, 2019

**Reports to:** Construction Manager

**Schedule:** Monday – Friday

**Location:** Brainerd, MN

(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 the Construction Manager and volunteers in the building of three new homes.

### essential responsibilities

- Provide support to Construction Manager
  - Assist the Construction Manager with preparing the site for daily construction activities
  - Review plans with the Construction Manager 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
  - 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 the Construction Manager, while building cooperatively with volunteers and homebuyers
- As needed and assigned, lead crews of volunteers and homebuyers on the construction site
  - Communicate assignments to volunteers and homebuyers
  - Answer questions about construction tasks and provide feedback
  - Teach appropriate use of materials and tools to volunteers and homebuyers
  - Communicate safety requirements and how to mitigate concerns on-site
  - Answer questions about Habitat for Humanity
  - Ensure volunteers have a positive experience!
- Complete necessary administrative tasks
  - Participate in AmeriCorps Orientation at the beginning of the service term
  - 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
  - Complete program evaluation
- 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
- 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 [kristal.sawatzke@tchabitat.org](mailto:kristal.sawatzke@tchabitat.org).**