



# AmeriCorps National Position Description

<b>Affiliate/Host Site Name:</b> HFH MetroWest/Greater Worcester	<b>Host Site Manager (HSM) Name:</b> Molly Pietrantonio
<b>Program:</b> AmeriCorps National <b>Member Role:</b> Construction Crew Leadership	<b>Will members engage in any of these programs?</b> <input type="checkbox"/> Disaster Recovery <input type="checkbox"/> Neighborhood Revitalization <input checked="" type="checkbox"/> Veterans/Military Families <input type="checkbox"/> None
<b>Service Week (days/times):</b> Tuesday – Saturday, 8:30 AM – 5:00 PM with occasional evenings/Sundays	<b>Direct Supervisor Name:</b> Jon Bram
<b>Will this member be actively building on the construction site at least one day per week?</b> <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)

The member 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 Critical Home Repair (CHR), Veteran Critical Home Repair (VCHR), A Brush With Kindness (ABWK), Rehab, and new construction projects. With the assistance of the AmeriCorps members serving in this role, we anticipate completing 2 home build projects, 6 VCHRs, 2 CHRs, and 2 ABWK projects. A secondary goal of this position is to have members cultivate and train volunteers to act as site leaders. 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.

- **250** 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)
- **6** 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)
- **23** individuals (adults and children) will be provided housing services by this AmeriCorps National member
  - **0** individuals affected by a disaster
  - **3** 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.
- 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.

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- 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.

**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 High Heels and Hard Hat Gala (October), Women Build (May) Participation in these events will be in line with AmeriCorps program regulations/restrictions.

## Education/Experience/Knowledge/Skills

Required:

- Valid Driver's License and ability to meet host site's insurance requirements

Preferred/Helpful:

- Previous experience as a construction AmeriCorps member or with a residential homebuilder
- Experience with power tools
- Ability to drive large pick-up trucks preferred (or willingness to learn)
- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity and AmeriCorps
- Strong verbal communication skills
- Ability to work with a diverse group of people
- Experience working as a member of a team
- Experience working with volunteers or teaching/group facilitation experience

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- Basic experience with Microsoft Word/Excel
- Knowledge of community development practices
- A second language is highly desirable

**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:**

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 have access to a shared computer station in the affiliate office to check service-related email and complete timesheets and reporting.

**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:

Member will need access to a personal vehicle to get to and from service as well as any required meetings. Currently, both of our active sites are 10+ miles away from the affiliate office. Approved service-related mileage (beyond commuting to and from service) will be reimbursed per the affiliate’s policy.

**Habitat.org posting blurb:** Include a description of your site that can be used when posting on Habitat.org. Include city, state, selling points of your site and the geographical area, additional benefits you offer (ex. housing, transit voucher, etc.), what the member will get out of serving a year with your site (skills, etc.), and your website.

Build homes, community and hope in the heart of Massachusetts! Habitat for Humanity MetroWest/Greater Worcester covers 42 cities and towns in Central Massachusetts with our home office being in the second largest in New England, Worcester! As an AmeriCorps member with MetroWest/Greater Worcester you’ll join an affiliate full of AmeriCorps alumni who are excited to be part of your journey. Members can expect to gain an in-depth knowledge of residential construction, task and volunteer management, public speaking and community development. Most importantly during a year of service with Habitat for Humanity MWGW members can expect to have FUN in a safe, comfortable environment. During members off hours they can explore the hiking trails of Mt. Wachusett, the diverse foodie culture of Worcester, visit varying cultural museums as well a botanical garden. Worcester is also just an hour away from Boston, Massachusetts, Providence, Rhode Island and Nashua, New Hampshire. Join our Habitat family and form lasting relationships all while creating affordable housing for children and families! [www.habitatmwgw.org](http://www.habitatmwgw.org)

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