



# AmeriCorps National Position Description

<b>Affiliate/Host Site Name:</b> Yakima Valley Partners Habitat for Humanity	<b>Host Site Manager (HSM) Name:</b> Isabel Garcia
<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 type="checkbox"/> Veterans/Military Families <input checked="" type="checkbox"/> None
<b>Service Week (days/times):</b> 6:30 am to 4:30 pm four days per week (Alternate every other week Tuesday-Friday or Wednesday-Saturday). Occasional schedule changes may occur depending on volunteer build groups coming into town. Home Build schedule updates/changes are posted weekly.	<b>Direct Supervisor Name:</b> Danny Heitzman
<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	

<p><b>Goals:</b>  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 new construction home build projects. With the assistance of the AmeriCorps member serving in this role, we anticipate completing 2 new home build projects during the service term, with a total of 2 families served. We also anticipate at least 4 community events to occur, which will utilize members to spread the word about our new home build programs and encourage community members to get involved as volunteers on our worksites or to apply to be family partners. A secondary goal of this position is to have at least 2 community volunteers trained to be skilled volunteer group leaders in each of our projects. We view the construction crew leaders as an integral part of our affiliate to achieve our goals of building more homes and transform neighborhoods and impact our communities throughout our service area.</p>
<p><b>Outputs:</b> <i>Measurable targets must be included and should be targeted PER MEMBER.</i></p> <ul style="list-style-type: none"> <li>• 5 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)</li> <li>• 2 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)</li> <li>• 9 individuals (adults and children) will be provided housing services by this AmeriCorps National member</li> </ul>
<p><b>Responsibilities of the position</b></p> <ul style="list-style-type: none"> <li>• Assist with hands-on construction tasks including, but not limited to, demolition, site prep, footing and foundation, subflooring, framing, insulation, drywall, flooring, roofing, finish carpentry, painting and landscaping. Projects may include new homes as well as a Brush With Kindness (ABWK), Critical Home Repair (CHR) and weatherization projects.</li> <li>• Lead small groups of volunteers, ensuring that they are well-employed while on the work sites.</li> <li>• Use volunteer management techniques to facilitate positive experiences for volunteers and partner families working on site.</li> <li>• Collaborate with construction site supervisor and 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</li> </ul>

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returning volunteers).

- Maintain site safety through modeling of safety practices and guidelines, volunteer education, and site monitoring. Attend safety trainings with our construction staff.
- 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 programming, and how to become a volunteer and/or family partner.
- Complete weekly construction reports

**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 online
- Lockton Safety Courses online
- 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 Upcycled Art Show & Benefit Auction September 13, 2018, Golden Hammer Awards, January 2019. 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

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

**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:** *Please note AmeriCorps members are prohibited from serving in a home office.*

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

Member will be required to drive company trucks in order to transport tools and materials to and from the work sites.

Public transportation options are limited in our community so access to a personal vehicle is recommended to get to and from service, as well as any required meetings. Approved service-related mileage (beyond commuting to and from service) will be reimbursed per the affiliate’s policy.

**Habitat.org posting blurb:**

Serve, learn, lead and explore in the beautiful Apple Capital of the World and the Palm Springs of Washington! Our AmeriCorps members play an integral role in providing leadership on our project sites, engaging volunteers to become champions for our mission, and creating new tools and systems to build capacity. Our members are the ambassadors of Habitat, interacting with over 500 volunteers, partner families and community stakeholders. During a year of service with us, AmeriCorps members gain insight to the inner workings of a non-profit organization and gain hands-on experience in leadership, public speaking and community development. Benefits beyond the AmeriCorps living allowance and education award may include a housing stipend of at least \$100/month for members who re-locate to Yakima. In your off hours, hike the vast wilderness of Mt. Rainier, explore the Okanogan-Wenatchee National Forest and enjoy Yakima Valley World class wineries and breweries. Join our Habitat family and form lasting relationships, while creating affordable housing solutions with hard-working families in Yakima County. [www.yakimahabitat.org](http://www.yakimahabitat.org)

Celebrating 34 years of changing lives, neighborhoods and communities in Yakima County and 175 homes built. Yakima Valley Partners Habitat for Humanity is dedicated to ending substandard housing and building strong communities in Yakima County. We are a non-profit, ecumenical Christian housing ministry that builds safe, affordable, and quality homes in partnership with families who earn 30% to 80% of the median income for Yakima County. Families are required to contribute 500 hours of “sweat equity” helping to build their home, other partner family homes, or working in other area of our organization.

Yakima Valley Partners Habitat for Humanity, was founded in 1985 by Fred and Pam Bauman being the first affiliate of Habitat for Humanity International in the State of Washington.

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