**Any changes or updates to a member’s position description must first be approved by your partner engagement specialist.**

|  |  |
| --- | --- |
| **Host site (local Habitat organization)** | Habitat for Humanity Buffalo |
| **Program** | AmeriCorps National |
| **Member role** | Construction crew leadership |
| **Host site manager** | Maddy Mankowski |
| **Direct supervisor** | Barry Weiss |
| **Service week (days/times)** | Tuesday – Saturday, 8:30am-5:00pm with occasional evenings/Sundays |
| **Will member engage in any of the following?** | Disaster response  Neighborhood Revitalization  Veterans or military families  None |
| **Will member be actively building on the construction site at least one day per week?** | Yes  No |

Goals

To meet Habitat for Humanity Buffalo’s (HFHB) goals of an incremental increase in the number of our volunteers, engaging more potential homebuyers, and increasing our capacity to build more homes, HFHB will need to continue to increase our ability to manage more volunteers. This position will be crucial in our ability to manage novice volunteers, volunteer groups, homebuyers and their families. Equally as important, the increased capacity that will result from having the support of members in this position will allow us flexibility in opening up more sites to accomplish preparations (tear out) for rehabilitation projects, and new build construction. This in turn, will enable our affiliate to serve families more efficiently, including those families who have met our sweat equity requirements and are waiting for homes to become available.

Outputs

|  |  |
| --- | --- |
| **800** | Volunteers will be recruited and/or managed by the AmeriCorps member in the building, rehabilitation or repair of homes. (Repairs include A Brush with Kindness, weatherization, critical home repair.) |
| **4** | Homes will be built, rehabilitated or repaired in partnership with low-income families and individuals by the AmeriCorps member and volunteers. (Repairs include A Brush with Kindness, weatherization, critical home repair.) |
| **10** | Total individuals (adults and children) will be provided housing services by this AmeriCorps member. |

Responsibilities

* 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 homeowner 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.
* Provide on-site orientations and safety talks to groups of volunteers and homeowner families.
* 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, Neighborhood Revitalization (NR) programming, and how to become a volunteer and/or homeowner family.

Required meetings, trainings and events

*Minimum expectations are outlined below with the understanding that further trainings may be required, as determined by the host site, Habitat for Humanity International or the Corporation for National and Community Service.*

* Onsite orientation to local host.
* First Aid/CPR.
* Habitat Learns – “Foundation of Habitat” online series.
* Lockton safety online courses.
* Annual sponsored blitz build - Habitat AmeriCorps Build-a-Thon.
* National days of service:
* Dr. Martin Luther King, Jr. Day (required).
* September 11th National Day of Service and Remembrance and AmeriCorps Week (encouraged).
* Host site monitoring reviews and periodic check-in calls.
* Monthly meeting with host site manager.
* Bi-weekly meeting with direct supervisor.
* Life After AmeriCorps training.
* 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, host site manager and/or /supervisor recommendation, and budget**.**
* Host site events, including Christmas Celebration (December), the DIY Auction (October), and signature fundraiser (March). Participation in these events will be in line with AmeriCorps program regulations/restrictions**.**

Experience, knowledge and 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 (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.
* Basic experience with Microsoft Word/Excel.
* Knowledge of community development practices.
* A second language is highly desirable, with preferred languages being Spanish and French.
* Ability to speak to a group of people for instruction purposes; informal and formal teaching experience a plus.

**Physical requirements**

* Ability to be on one’s feet for extended periods of time, often on rough and uneven terrain.
* Ability to lift at least 50 pounds on a regular basis.
* Ability to work on ladders and heights 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.

Will a **personal vehicle** be required? ☒ Yes  No

Member will be expected to drive personal vehicle to and from the affiliate and construction sites for service. Member may at times be expected to drive affiliate vehicles. Service-related mileage (this excludes travel to and from home) will be reimbursed per affiliate reimbursement policy.

Habitat.org posting

**Habitat for Humanity Buffalo www.habitatbuffalo.org**

*A year of service with Habitat Buffalo*

Habitat Buffalo has a solid foundation going back 32 years. In that time, we have built or rehabbed homes for over 300 families. On average Habitat Buffalo builds 13 homes per year; serving with us will give you exposure to many different aspects of construction, volunteer engagement, and networking opportunities. The Habitat Buffalo affiliate continues to meet and exceed organizational benchmarks and looks to continue its growth with the help of our staff, volunteers, and AmeriCorps members.

*Benefits*

In addition to the AmeriCorps living allowance and education award, we provide an apartment that is available / optional for members to use during their term - members are responsible to pay utilities only.

*Community*

In the past 5 years, Buffalo NY has seen a resurgence in population and development. The waterfront has been developed into a great space to hike, bike, and watch live entertainment. Downtown has a mix of old and new architecture that provides a great landscape for visitors to explore; and with our numerous festivals and celebrations there is always something going on in Buffalo. Spending a service term with us is a way to meet new people, eat a diversity of food, and enjoy a city that is expanding back to its former glory. www.habitatbuffalo.org

HABITAT FOR HUMANITY INTERNATIONAL

322 West Lamar St., Americus, GA 31709-3543 USA (800) 422-4828 fax (229) 924-6541 nationalservice@habitat.org habitat.org