



# 2021 AmeriCorps Program Position Description

## AmeriCorps Member – Summer Construction Volunteer Facilitator

**Living Allowance:** \$2,550

**Start Date:** Tuesday, June 1, 2021

**Education Award:** \$1,342 (approx.)

**End Date:** Friday, August 28, 2021

**Reports to:** Construction 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, optional health insurance, and may have access to childcare reimbursement. Additionally, members receive extensive training and professional development opportunities.

### position summary

The Construction Volunteer Facilitator would assist the construction manager with all aspects of construction, assisting with volunteer coordination and communication with the affiliate office. We are building 2 homes side by side, so strong organizational skills will serve the member well. The completion of at least one of the homes in the 300 hour service period will result in a single mother and her son moving from an apartment to their own home. The member will provide support to a minimum of 15 (upwards of 40 perhaps), volunteers and 3 partner family members.

### essential responsibilities

- Provide support to the Construction Manager and Site Supervisor
  - Assist site supervisor with preparing the site for daily construction activities
  - Review plans with site supervisor to determine required materials and tools
  - Communicate progress frequently with affiliate office staff
  - Work on construction tasks cooperatively with volunteers and homebuyers
- Volunteer Coordination and Creating a Meaningful Volunteer Experience
  - Assist in coordinating volunteers and homebuyers on the construction site
    - Communicate assignments to volunteers and homebuyers
    - Teach appropriate use of materials and tools to volunteers and homebuyers
    - Answer questions about assignments and provide feedback
  - Track volunteer hours
  - Ensure volunteers submit all required documentation prior to volunteering onsite
  - Present background information on affordable housing to volunteers
  - Answer questions related to Habitat for Humanity and affordable housing
  - Answer questions about assignments and provide feedback
- 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 administrative responsibilities
  - Check and respond to emails daily
  - Submit expense reports from items purchased with Habitat credit card

### essential qualifications

- 18 years of age or older
- A U.S. Citizen or U.S. National or a lawful permanent resident
- High school diploma or GED but Bachelor's degree preferred
- 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, sex offender and FBI fingerprint checks
- Must submit contact information for one professional reference

### **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

### **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
- 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

### **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. Basic and power construction tools, such as: hammer, wrench, screw drivers, utility knife, tape measure, scissors, drill, reciprocating saw, etc.

### **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\*\*](mailto:AmeriCorpsProgram@tchabitat.org)