



2010-11 AmeriCorps Position Description

Please complete the following form for each distinct AmeriCorps position you are applying for.
If you are applying for multiple members in the same position, however, only complete one position description.
(Please note: It is not permissible to submit one position description applicable to both VISTA and National members.)

Affiliate/Host Site Name: *Habitat KCMO*

AmeriCorps Member(s) Title: *Construction Assistant*

Choose one: VISTA National

of members serving in this position: *1*

Reports Directly to: *Construction Manager*

Affiliate/Host Site Department (if applicable):

Construction

Service Week (days/hours): *Tues-Sat 7am-4:00pm, 35-40 hours per week, some evenings as needed.*

Required Meetings/Trainings (Please do not include the required trainings and meetings from HFHI and CNCS. Trainings and/or meetings listed should be relevant to the local host site in supporting the members' service efforts and sustaining the proposed project.):

- *Pre-Service Orientation(AC*VISTA only)*
- *National Service Leadership Conference (Fall 2010)*
- *Build-a-Thon (Spring 2011)*
- *Morning Construction meeting*
- *Bi-weekly meeting with Site Coordinator*
- *Affiliate meetings/trainings as they arise*
- *First Aid/CPR Training*
- *Complete HabitatKCMO Crew Leader training*
- *Weekly staff meeting*

Position Objective or Goal: *To assist Habitat KCMO with the construction of homes. To lead and instruct volunteers in performing the different building tasks.*

List the specific duties and responsibilities for this position:

- *Assist in training and supervising volunteers and homeowners with construction related tasks.*
- *Assist in all aspects of building a house, from lot clearing/lot maintenance, final inspections to punch list.*
- *Be current on daily construction tasks as determined by the construction manager.*
- *Share information about Habitat Kansas City and AmeriCorps with onsite volunteers.*
- *Follow site safety policies and procedures and share these procedures with volunteers on a daily basis.*
- *Assist construction staff in planning for upcoming work days.*
- *Assist with inventory control*
- *Maintain a construction and work environment that is supportive to Habitat's mission, volunteers, staff, homeowners and neighbors.*

Education, Experience, Knowledge & Skills Required:

Must have basic knowledge of the AmeriCorps program, regulations and benefits.

Willing to learn and advocate the mission of Habitat for Humanity

Friendly, flexible and enthusiastic

Ability and desire to learn construction skills

Desire to work with low-income communities

Ability to patiently train and support volunteers and homeowners

Ability to lead and manage groups (Leadership skills, conflict resolution,problem solving,time management, team player, good communication skills with staff/volunteers and homeowner families)

Public speaking skills is a plus; Previous construction experience is desirable but not required.



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Physical Requirements to Perform Duties:

Member will need to perform all tasks related to residential home construction (including, but not limited to, heavy lifting, climbing ladders, ability to stand most or all of the day, and using a variety of construction tools and equipment).

Describe the working environment that will be provided for the AmeriCorps member. Include type of office space, computer and communication equipment, internet and email access, construction tools, etc. that will be provided. (AmeriCorps members are prohibited from serving in a home office.):

Construction members will be provided basic tools and safety equipment (tools include, but not limited to, tool belt, hammer, speed square, tape measure, box knife, hard hat and safety glasses)

Members and Habitat staff have access to, and share the use of kitchen, office equipment and computers.

Members will have access to office space with a phone, computer and access to email

Small office, family friendly atmosphere.

Personal vehicle required: No Yes (If yes, please provide explanation detailing necessary usage of vehicle. If member will be using a company vehicle, please also include in the details.): *staff share access to a few company vehicles; owning your own vehicle is not necessary but strongly encouraged.*

Member Signature: _____ Date: _____

Host Site Manager Signature: _____ Date: _____

HFHI NS Staff Signature: _____ Date: _____

****Any changes/updates to a member's position description or VISTA Assignment Description must be approved by HFHI National Service.****