HFHI National Service
AmeriCorps 2014-2015 Position Description

<table>
<thead>
<tr>
<th>Affiliate/Host Site Name: Northern Fox Valley, HFH of</th>
<th>Host Site Manager (HSM) Name: Travis Juracek</th>
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</thead>
<tbody>
<tr>
<td>Program: AC National</td>
<td>Primary Impact Area: Partner Families</td>
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<tr>
<td>Member Role: Construction Crew Leadership</td>
<td>Secondary Impact Area: Volunteers</td>
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<tr>
<td># of Members Serving in this role: 2</td>
<td>If “Other”, please specify:</td>
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<tr>
<td>Service Week (days/times): Tuesday-Saturday 8:00am-4:30pm</td>
<td>Direct Supervisor Name: Travis Juracek</td>
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<td>Various night meetings or Sunday House Blessings as required (est. 1-2 per month).</td>
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<tr>
<td>Will this member be serving in a hands-on capacity on the construction site at least one day per week?</td>
<td>No   Yes.</td>
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**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 members will be part of the construction team that is in the midst of dramatically increasing the number of families served by our affiliate. In FY 13 we completed 7 rehab projects and 33 ABWK projects. In FY 14 the goal is 11 rehab projects and 35 ABWK projects. Looking beyond that to FY 15, with the assistance of the AmeriCorps members, the goal will be 13 houses (rehab and new construction) and 40 ABWK projects. The communities served by the Northern Fox Valley affiliate have high poverty rates and high rates of vacant and foreclosed homes, providing compelling reasons to increase capacity. The poverty rate in Kane County increased from 7.6% in 2007 to 13.2% in 2011. At this time, the organization’s greatest obstacle to increasing capacity is construction crew leadership which can be addressed with two AmeriCorps National members.

**Outputs**: Measurable targets must be included and should be targeted **PER MEMBER**. Please select one or more of the shared outputs below (specific to VISTA or National), as well as include specific outputs tailored to the position.

**AC*National:**
- 450 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)
- 4 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)
- 10 individuals (adults and children) to be provided housing services by this AmeriCorps National member
  - 0 individuals affected by a disaster
  - 0 individuals who are veterans, active military, or their family members
- 3 new construction hand-outs will be created for future construction use with the assistance of this AmeriCorps member.

**Responsibilities of the position** (in bullet form)

**Planning/Scheduling**
- Adhere to construction plans, standards and schedules to meet affiliate and sponsor goals
- Communicate schedule adjustments to HFH staff
- Perform and oversee build day activities at construction site: framing, roofing, flooring, siding, insulation, trim, cabinetry, etc.
- Prepare construction tasks for future workdays
- Assure the safety and security of the site, tools and materials.

**Volunteer Management**
- Teach non-skilled volunteers how to use tools and train them on the day’s construction tasks

Any changes/updates to a member’s position description must be approved by HFHI National Service.
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• Provide safety talk and be aware of safety hazards throughout the day
• Monitor the work done by volunteers to ensure construction quality while maximizing volunteer usage

Materials
• Make judicious use of all materials by integrating donated and inventory items into construction.
• Prepare materials and tools for each work day.
• Check construction site and report back to the Construction Manager after each day for tasks completed, quality and to assess needs for the next day.
• Submit coded invoices promptly for various small purchases required from time to time.

Public Relations/Partner Families
• Explain Habitat mission, goals, programs, etc to volunteers, neighbors and the public as needed
• Cultivate relationships with crew leaders, donors and sponsors
• Provide feedback to help develop policies and procedures with HFH staff regarding construction, standards and safety
• Communicate standards and product choices to partner families and ensure compliance

Required Meetings, Trainings and Events (in bullet form): 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 (National only)
• HabitatLearns and Lockton Safety Courses
• National Service Leadership Conference (fall)
• 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
• OSHA Safety Training Online Course
• Host Site Rehab/Design Standards Orientation
• Weekly construction meetings with host site office staff
• Weekly check-in meeting with supervisor/HSM
• Attend one Board of Directors meeting as part of orientation
• Monthly staff meetings with entire host site staff
• On-site training with current Project Directors and House Leads during the first 4 months, enabling this AmeriCorps member to fully run jobsites of volunteers within 4 months.

Education/Experience/Knowledge/Skills required for this position (in bullet form)
• Ability to work with volunteers, donors and sponsors and ensure they have a positive Habitat experience
• Ability to read construction drawings desired
• Knowledge of all phases of construction desired
• Ability to work effectively as a member of a diverse team in a manner which retains supporters
• Ability to plan, organize and delegate
• Ability to communicate in both written and verbal form
• Self-motivated
• Ability to analyze existing project conditions and critically think, helping formulate solutions
• Valid driver’s license required and ability to meet host site’s insurance requirements

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**Physical requirements** for this position (in bullet form)
- Site work requires broad mobility, ability to climb ladders to up to a second floor level and into foundations
- Ability to lift at least 50 pounds
- Ability to drive vehicles with trailers, as well as bobcat and forklift preferred
- Fluent in English
- Comfortable with almost all aspects of building construction

**Service Site Environment:**
The majority of time will be spent on active construction sites. HFH of Northern Fox Valley’s office is located in downtown Elgin, IL along the banks of the Fox River. Our office is within walking distance of dozens of local businesses, including City Hall as well as local restaurants. The office building contains material and tools storage, as well as offices for all of the affiliate’s executive and construction staff. The AmeriCorps member will be provided an office with a work computer and phone as well as supplied office Essentials.

**Personal vehicle required?** ☐ No  ☑ Yes.
Access to a personal vehicle is required for travel to and from the office or worksite. During service days starting from the office, a company truck is available for errands such as delivering tools and materials. Approved service-related mileage will be reimbursed per the affiliate’s policy.