



## AmeriCorps National Construction Crew Leader

Chicago is a unique city, full of grit, determination and possibility—and Habitat Chicago is proud to call it home. Committed to the betterment of all residents, we develop physical and social assets to strengthen neighborhoods with the goal of creating stability for the 4 in 10 Chicagoans living in declining conditions. Our AmeriCorps members play a key role in the day to day work of Habitat Chicago- leading volunteers on the build site, coordinating and communicating with volunteers from our office, helping to create new systems and and procedures for our constantly growing organization and so much more. Benefits beyond the AmeriCorps living allowance and education award include a food and transportation stipend of at least \$150/month. In your down time, explore the amazing and diverse neighborhoods throughout Chicago, grab a taco in Pilsen, learn at the Museum of Science and Industry, see historical homes and learn about the history of Chicago architecture through a boat tour and so much more. Come join us in our quest to help build a stronger Chicago!

**Position Summary:** The Construction Crew Leader assists the Site Supervisor in running the build site on a daily basis including completing the day's work plan, solving problems and ensuring volunteers and partner families have a meaningful experience and are satisfied with their involvement. He/she builds relationships with volunteers and partner families while instructing, coaching and encouraging participation in the construction process and maintaining focus on our three on-site priorities: safety, productivity and fun.

### **Key Responsibilities:**

- Ensure safety on site by providing both a safety briefing and a jobsite orientation is presented for all volunteers as well as ensuring volunteers understand how to safely use tools and equipment
- Supervise and lead a team of volunteers through daily construction activities ensuring a consistently excellent, safe, productive and fun experience
- Support the affiliate's promotion of the volunteer program by taking photos of volunteers and groups throughout build days
- 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)
- Attend required construction staff meetings
- Assist in resource planning for each volunteer day to ensure the necessary resources -- materials and human -- are available to complete the team objectives for the day utilizing Task Leader Instructions
- Monitor construction work for quality, code compliance, and safe practices
- Assist with hands on construction tasks such as site prep, framing, insulation, drywall, flooring, roofing, finish carpentry and landscaping.
- Ensure the security of Habitat Chicago's tools, equipment and jobsite



## AmeriCorps National Construction Crew Leader

- Effectively communicate with Site Supervisor as to construction progress and potential issues
- Assist Site Supervisor with coordination of construction subcontractors and building inspectors
- On occasion, participate in larger neighborhood engagement projects such as exterior home repairs, lot clean ups, community gardens, etc.
- Attend and participate in affiliate events; responsibilities may include set up, cleanup, and engaging with attendees and informing them about the AmeriCorps program, our affiliate's mission and neighborhood engagement programming, and how to become a volunteer and/or family partner.

### **Qualifications:**

G.E.D. equivalent or high school diploma required

Existing construction skills (preferred) or strong desire to learn construction skills and construction management

Excellent oral and written communication skills

Exceptional interpersonal skills

Able to manage multiple ongoing projects

Good organizational skills and attention to detail a must

Valid Illinois driver's license or ability to obtain within 30 days of service; No serious driving related convictions/at fault accidents in past 3 years (Operation of affiliate vehicles is required)

Personal vehicle or access to transportation to arrive at Habitat office required.

Discretion with confidential materials; sound judgement for balancing affiliate values with external opportunities

Commitment to problem solving, continuous improvement, curiosity and personal development

### **Position Details:**

**Hours:** Approx. 40 hours per week, Tuesday-Saturday, 7am-3:30pm. Start September 2018, end late July 2019 (1700 hours, 11 month commitment)



## AmeriCorps National Construction Crew Leader

**Environment:** The Habitat Chicago office is located in the Pilsen neighborhood of Chicago. It is accessible by car or by public transit. From there, the member will travel to and primarily work on a construction site with uneven terrain and power tools and will spend some time in a warehouse where construction equipment is stored.

**Conditions:** Ability to lift 50 pounds, ability to work on feet for extended periods of time, ability to travel to off-site locations

**Compensation:** AmeriCorps members will receive a monthly living stipend, health plan benefits, worker's compensation, and loan deferral. Habitat Chicago provides an additional \$150 stipend for food and transportation in the form of a CTA pass, gas gift card or grocery gift card. Members receive an education award at the completion of their term of service (1700 hours).

### To Apply:

Email cover letter and resume to Katie Clendenning at [katie.clendenning@habitchicago.org](mailto:katie.clendenning@habitchicago.org). Please include "AmeriCorps Construction Crew Leader - your last name" in the subject line. Incomplete applications will not be accepted.

*Please note: If moved forward, we will require candidates to submit an application through [americorps.gov](http://americorps.gov) for full consideration.*

Applications will be accepted through August 10<sup>th</sup> or until position is filled. Candidates will be contacted for interviews on a rolling basis. No phone calls please.

Learn more about AmeriCorps service with Habitat at [www.habitat.org/ameriCorps](http://www.habitat.org/ameriCorps).

*Habitat for Humanity Chicago is an equal opportunity employer. This organization does not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law.*