



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 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 \$250/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 homebuyers 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 Responsibility: Construction and Volunteer Management (80%)

- 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
- Effectively communicate with Site Supervisor as to construction progress and potential issues
- Assist Site Supervisor with coordination of construction subcontractors and building inspectors



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- 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.

Key Responsibility: Leadership and Teamwork (20%)

As a key Programs Team member, contribute to our organizational health through enthusiastic collaboration, leadership and personal integrity.

- Maintain a "team first" outlook, supporting the success of the team and the mission in attitude, ideas, and actions; lead by example and with active, creative input for growing and improving the organization.
- Support complementary programs as needed with advice and/or by taking on defined responsibilities.
- Contribute to organization events, helping as necessary with set up/take down, management, networking, various tasks, etc.
- Contribute to organization communication/marketing strategies as needed.
- Engage with all members of team, program participants, and core volunteers.

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
- Strong 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



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Position Details

Reports To: Site Supervisor

Supervises: N/A

Hours: Full-time. Typical office hours are 8am-4pm. Some weekend and evening work is required, depending on program and event needs, and adjusting schedules as needed to balance hours is encouraged. Start September 2019, end late July 2020 (1700 hours, 11 month commitment)

Environment: The Habitat Chicago office is located at Cermak Rd. and Carpenter St. in Chicago. It is accessible by car or by public transit. This position will have a desk, computer, and phone line in an open office environment.

Conditions: Must be able to lift 25 pounds and work at a computer for long periods of time.

Compensation: AmeriCorps members will receive a monthly living stipend, health plan benefits, worker's compensation, and loan deferral. Habitat Chicago provides an additional \$250 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).

FLSA Status: This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). It does not earn overtime or compensatory time for additional time worked.

Training: The position will begin with an onboarding period to become familiar with the organization's work and policies; s/he will be trained on the specifics of the role through a combination of in-person, online and written trainings and will be expected to take the initiative to review materials as needed and seek understanding of new developments in order to perform her/his responsibilities.

To Apply: Please submit a cover letter and resume to katie.clendenning@habitatchicago.org with "AmeriCorps Construction Crew Leader – Your Name" in the subject line by 8/1/19. Only successful applicants will be contacted and interviews will take place on a rolling basis. No phone calls, please.

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.