

Volunteer Position Description: Crew Leader

Position Title: Crew Leader

Supervisor: Site Supervisors

Goal or Purpose of the Assignment: Volunteer Crew Leaders work alongside our construction team to **lead** a small group of 3 - 10 volunteers in a construction task. Our onsite team depends on Crew Leaders to **engage** and **supervise** volunteers throughout the build day. Crew Leaders also **serve as an ambassador** and advocate for Habitat Chicago's efforts and mission.

Major Responsibilities

- Help to set up build site tasks for the day beginning at 7am
- Lead a small group of volunteers throughout the course of the day leading tasks:
- Oversee the volunteers as they do assigned task, checking in often to ensure safety and quality of work
- Ensure that volunteers and groups follow build site policies and procedures
- Engage volunteers to ensure that they have a positive experience at the build site
- Provide volunteers with information about Habitat Chicago's mission, efforts, and our focus neighborhoods (West Pullman, Greater Grand Crossing, Austin)

Time Commitment: On build days Crew Leaders should arrive at 7am and plan to stay until 3:00pm. Crew Leaders commit to coming out once a month and attending at least one Habitat Chicago event, such as our annual Women Build or large group or community event.

Qualifications:

- Over the age of 18
- Ability to work with a diverse group of people
- Leadership and interpersonal experience
- Excellent verbal communication skills
- Interest in working with volunteers and teaching/group facilitation experience
- Flexibility and willingness to learn
- Ability to:
 - Be on one's feet for extended periods of time, often on rough and uneven terrain
 - Lift at least 50 lbs. on a regular basis
 - Work on ladders and heights of up to two-stories
 - Work in varying weather conditions – sites are not always heated during winter and not air-conditioned during summer
- Construction skills preferred

Training required:

- Crew Leader Volunteer Orientation Series
 - Crew Leader 101 Training
 - Volunteer Engagement and Management Training
 - Build site basics module and online Lockton Safety Course
- Period of shadowing and supervised leading
- Specific task training courses as needed

Feedback plan: As needed throughout volunteer days, feedback will be given by our construction team to help ensure tasks are done correctly

Service location and who they will serve with: Habitat for Humanity Chicago build sites, currently in the West Pullman and Greater Grand Crossing neighborhoods, serving alongside construction manager, site supervisor, house leader, and AmeriCorps Construction Crew Leaders.

Benefits of this position: Crew Leading is a great opportunity to meet new people, learn new skills, practice & enhance facilitation/teaching/management skills, and get out of your office/home for a day! Our Crew Leaders are a crucial part of our team and will have a great opportunity to get to know our construction team as well as other volunteers and our various training partners.