



# North Carolina Habitat AmeriCorps Member Position Description

Affiliate: Habitat for Humanity of the NC Sandhills      Construction Assistant/Crew Leader  
Reports Directly to: Dept. Construction  
Workweek: Generally Tuesday through Saturday 7:30 am to 3:30 pm

Position Objective: To assist in area of construction and community leadership by building homes and helping volunteers and family partners to produce quality homes for low income families in a safe, affordable manner.

### **Specific duties and responsibilities for this position:**

Key responsibility: Construction Management --Specific duties:

1. Assist staff and volunteers in construction of 14-15 homes in partnership with the community.
2. Assist staff in organizing and directing volunteers on site; train crew leaders
3. Develop and implement community service project
4. Conduct oneself in a positive manner as a representative of Habitat to volunteers, family partners and the public
5. Lead at least one house build by the end of service year

Key responsibility: Construction Preparation--Specific duties:

1. Assist staff with preparation and development activities
2. Prepare materials and tools for use by volunteers on site
3. Trained in emergency plan in case of accidents

Key responsibility: Construction Procedure--Specific duties:

1. Demonstrate, teach and monitor construction skills on the site
2. Ensure that safety rules are followed at all times
3. First level of quality control on construction site
4. Physically capable of performing construction tasks on the job site

### **Education, Experience, Knowledge and Skills:**

- Ability to work with people of varied backgrounds and skill levels
- Commitment to community service and to Habitat's mission and ministry
- Self-starter able to work with minimum supervision
- Demonstrated responsibility and interpersonal skills
- Willing to work with diverse groups, work as a team player
- Commitment to serving 11.5 month term
- Construction background useful but not necessary
- Willingness to participate in all affiliate activities

### **Physical Requirements to Perform Duties:**

- Willing to work outside in all weather conditions
- Able to lift 30 pounds
- Able to work on construction site (mobility, coordination)
- Must be able to drive, have valid driver's license and have own transportation

Equal access to programs, services and employment is available to all persons. Those individuals requiring reasonable accommodation during the service year should notify a representative of Habitat for Humanity.



## AmeriCorps Member Position Description

Affiliate: HfH of Moore County  
AmeriCorps Member(s) Title: Family Services AmeriCorps Member  
# of members in this position: 1  
Reports Directly To: Lyndsay Smanz Dept: Family Services and Outreach  
Workweek (days/hours): Mon-Friday 40 hours weekly (schedule to be determined with FS Director)  
Require Meetings: Monthly staff meeting; monthly family selection meeting; family support meetings, other meetings as needed

Position Objective: (e.g. to assist HFH with the construction of homes, or to assist with recruiting and training volunteers)

To assist with all family selection and family support services.

List the specific duties and responsibilities for this position:

- Outreach into two satellite areas for family recruitment, selection and support.
- Work with Family Services and Outreach Director on all aspects of Habitat homeownership from applications to dedications to support after closing.
- Gather homeowner information for grant applications
- Correspondence and thank you letters
- Outreach into the community in all aspects of family services

Education, Experience, Knowledge & Skills:

- Housing Counselor experience preferred but not necessary
- Computer skills to work on data base
- Public relations experience
- Interest in working directly with families and potential applicants
- Strong organizational, interpersonal, written and spoken skills
- Ability to undertake a task, define the problem and develop a work plan to resolve the problem
- Ability to communicate with people of all backgrounds and skill levels
- Must be able to work as part of a team
- Ability to be an ambassador for the affiliate in the community

Equal access to programs, services and employment is available to all persons. Those individuals requiring reasonable accommodation during the service year should notify a representative of Habitat for Humanity.

- Willingness to participate in all affiliate activities
- Commitment to serving 11 month term

Physical Requirements to Perform Duties:

Must drive and have own transportation (valid driver's license necessary)

## AmeriCorps Member Position Description

Please complete the following form for each distinct AmeriCorps position you are applying for.

Affiliate: HfH of Moore County  
AmeriCorps Member(s) Title: Youth and Community Programs Coordinator  
# of members in this position: 1  
Reports Directly To: Elizabeth Cox, Judie Wiggins Dept:  
Administration/Volunteers

Equal access to programs, services and employment is available to all persons. Those individuals requiring reasonable accommodation during the service year should notify a representative of Habitat for Humanity.

Workweek (days/hours): Monday-Saturday 40 hour week  
Required Meetings: Staff meetings every two weeks; AmeriCorps monthly meeting

Position Objective: (e.g. to assist HFH with the construction of homes, or to assist with recruiting and training volunteers)

To assist in providing meaningful opportunities for youth groups and elementary, high school, college aged groups to participate in the mission of providing simple, decent affordable homes for God's people in need through volunteer opportunities with area housing ministries.

List the specific duties and responsibilities for this position:

Serve a minimum of one year with the affiliate, with main responsibilities in the area of recruiting, educating, and serving to increase youth and community group participation in activities to support Habitat for Humanity of Moore County in its mission to eliminate substandard housing in Moore County. Presentations at area youth groups, service groups, schools and other organizations that can perform service projects or work to build coalitions to assist in building Habitat homes. Work, in conjunction with Communities and Schools, Sandhill's Community College, Moore County School System, church youth groups and service groups at area high schools to inform these entities of Habitat's mission, its work, and means that they can participate in fulfillment of this mission. Complete at least one youth sponsored house by the end of the service year. Coordinate Collegiate Challenge activities. Complete and revise Youth Manual that outlines policies and procedures developed during the Youth Build and in conjunction with youth service to the affiliate.

Education, Experience, Knowledge & Skills:

One year of volunteer experience with an organization, preferably in a leadership role. Ability to get along with various groups of people with different belief systems is essential. Strong organizational, interpersonal, written and spoken skills necessary. Ability to undertake a task, define the problem, and develop a work plan to resolve the problem is needed. Ability to communicate ideas effectively to groups of all ages.

Physical Requirements to Perform Duties:

Must drive and have own transportation (valid driver's license required)

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