



Position Announcement

Position: **Construction Skills Trainer AmeriCorps Member/Full-time**

Reports to: CONSTRUCTION MANAGER

Status: Full-time (40 hours/week)

Summary: As full-time AmeriCorps member of HEART OF OREGON YOUTHBUILD, the Construction Skills Trainer position is responsible for helping to build and guide a team of youth capable of safely building and refurbishing YouthBuild AmeriCorps houses designated for low-income individuals. In addition, the member will provide support, guidance and encouragement in the development of youth leadership and personal development skills.

To Apply: Submit Cover Letter, and Resume to james.collins@heartoforegon.org , or fax to 541-526-1314, or mail to PO Box 279, Bend OR 97709. Attn: James Collins, Construction Manager. Position open until filled.

All-Agency Duties and Responsibilities

- Uphold HOC's mission, vision, and values
- Conform to HOC's policies, procedures, and protocols
- Interact with all corps members and staff with high ethics, accountability, and confidentiality
- Strive towards quality improvement: participate in evaluation of individual and team functioning; actively work towards team goals and HOC's objectives
- Strong commitment to helping young people in our community succeed in our programs.
- Ability to relate sensitively to a multiracial and multicultural group of young people and coworkers. Respect for the ideas and intelligence of young adults.

Essential Functions/Major Responsibilities

- Build and maintain positive relationships with all students
- Teach basic construction skills
- Teach proper use of all tools
- Be responsible for overall safety enforcement
- Keep track of all tools and equipment used on the job on a daily basis
- Assist in personal and vocational counseling and development of trainees leadership skills in conjunction with other YouthBuild staff
- Serve as public ambassador for the program, YouthBuild USA, and AmeriCorps.
- Participate in HEART OF OREGON YOUTHBUILD, YouthBuild USA, and AmeriCorps training, service projects, and other activities
- Assist with the planning and/or implementation of a project on a designated national day of service such as September 11th National Day of Service & Remembrance, Make A Difference Day, Martin Luther King, Jr. Day; Global Youth Service Day and AmeriCorps Week
- Promote the value of service on the construction site
- Other duties as assigned.

Skills and Abilities Required

- Knowledge of construction practices and experience in construction.
- Interest in and commitment to sharing expertise to assist in the skill-development of program youth.
- Skilled at taking initiative, problem solving, and working independently.
- Skilled at building interpersonal relationships and to work/serve effectively as part of a team.
- Strong verbal skills, to communicate effectively with staff, volunteers, and community groups.
- Skilled at written communication, to develop program materials and reports.
- Dependable and able to maintain positive attitude, to fulfill commitment to term of service.
- Committed to the concept of national service and to making a difference in the community.
- Basic computer literacy, to be able to produce program materials
- Able to react to change productively and to handle other tasks as assigned

Secondary Functions

- Utilize office processes, procedures, and technology efficiently to complete work.
- Assist supervisor with tasks and projects as assigned
- Attend all assigned HOC meetings, trainings, and events

Qualifications

- Must be at least 21 years of age, and be a US Citizen, US National, or lawful permanent resident of the US.

Physical Requirements: This position requires lifting of up to 50lbs occasionally. Repetitive motions-frequent use of upper and/or lower extremities in a repetitive motion to use on the construction site and in office. Ability to communicate in-person and via technology one-to-one and groups of all sizes.

Benefits: The Construction Skills Trainer AmeriCorps members receive a living stipend of \$12,630 paid out over the term of service, and health insurance if they are not already covered. Members may also qualify for child care allowance.

Upon successful completion of service, members receive an education award of **\$5,815**. Other benefits include student loan deferment, professional training, valuable networking opportunities, serving with a dedicated team of AmeriCorps members and staff, and the opportunity to make a real difference.
Paid holiday hours and pro-rated Paid Time Off

Primary Location(s): Sisters, OR

Travel/Flexibility: May require occasional weekend and/or evening work or domestic travel to conferences. Personal vehicle use may be required.

Other Requirements

- Pass a post-offer drug screen test before commencing employment
 - Pass a post-offer criminal background check (FBI, Oregon State, and/or Sex Offender Check)
 - If a private vehicle is utilized for company purposes, validation of an Oregon Class C Driver's License, validation of driving record and approval for commercial policy insurability is required in conjunction with proof of personal minimum liability insurance coverage
 - Reference checks will be conducted. Employment is contingent upon acceptable references.
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