



Position Announcement



Position: AmeriCorps Assistant Construction Skills Trainer
Location: Sisters, OR. Project locations Sisters, Madras, Prineville.
Start Date: January 2019

Project Summary: The Heart of Oregon Corps is seeking an Assistant Construction Skills Trainer who will complete 1700 hours of service over 10 months (January 2019 - November 2019). Under the direction of the Construction Manager and the Program Director, the Assistant 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. This includes: developing and implementing in-field training opportunities; service education; field logistics support; and project partner satisfaction tracking. This position will have a special emphasis on helping members practice technical construction skills while encouraging a safe service environment.

- Benefits:**
- A taxable \$13,732 (pre-tax) living allowance dispersed bi-weekly over 40 weeks.
 - Basic medical insurance (health and dental for member only).
 - Paid Federal holidays, sick time, and vacation days.
 - Student loan forbearance (for qualifying federal student loans).
 - A \$5,920 education award granted upon successful completion of the program.
 - Members may also qualify for childcare allowance.
 - Professional development and training opportunities such as: OSHA 10, First Aid and CPR, career planning, volunteer management, and youth development. AmeriCorps trainings and conferences as assigned.
 - Opportunity to live, travel, and serve in Central Oregon.

To Apply: Submit cover letter, resume, and two references to james.collins@heartoforegon.org or fax to 541-504-3843, or mail to: PO Box 279, Bend, OR 97709.

Applications due January 10, 2019. Early submission of applications is encouraged!

All-Agency Duties and Responsibilities

- Uphold HOC's mission, vision, and values.
- Conform to HOC's policies, procedures, and protocols.
- Interact with all corpsmembers and staff with high ethics, accountability, and confidentiality.

Specific Duties (to include, but not limited to)

- 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 Heart of Oregon YouthBuild staff.

- Serve as public ambassador for the program, Heart of Oregon Corps, YouthBuild USA, and AmeriCorps.
- Participate in Heart of Oregon Corps, YouthBuild USA, and AmeriCorps training, service projects, and other activities.
- Plan and implement Service Learning opportunities in collaboration with other Heart of Oregon Corps programs and partner organizations.
- Promote the value of service on the construction site.
- Assist Crew Leaders in tool/equipment inventory tracking and scheduled maintenance of vehicles.
- Assist in the delivery of other program services as assigned to the extent that it is not in conflict with the primary position responsibilities or any AmeriCorps provision including the AmeriCorps Prohibited Activities.

Required Qualifications

- Must be at least 21 years of age or older, at beginning of service term.
- Valid driver's license.
- U.S. citizen, national or lawful permanent resident.
- Ability to commit to the full term of service for which they are applying.
- Ability to pass a drug test.
- Must successfully pass a fingerprint criminal history background check provided through the State of Oregon Clearinghouse, FBI criminal identification systems, the member's home state, and upon a satisfactory report from the National Sex Offender Registry.
- Regular and reliable attendance and dependability.
- Excellent interpersonal and problem-solving skills: ability to relate to a wide range of issues, people, and institutions.
- Excellent attention to detail, accuracy, and completeness of tasks.
- Excellent oral and written communication skills and ability to write professional communication.
- Utilize office processes, procedures, and technology efficiently to complete work using various software systems including Microsoft Office Word, Excel, and PowerPoint.
- Ability to relate sensitively to a multiracial and multicultural group of young people. Respect for the ideas and intelligence of young adults.

Preferred Qualifications

- 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.
- Strong verbal skills to communicate effectively with staff, fellow corpsmembers, volunteers, and project partners.
- Experience operating a variety of tools and equipment including: skill saws, nail guns, and hand tools.
- Understanding of safety through training, use of personal protective equipment, correct use of tools, and able to identify potential workplace hazards.

Physical Requirements: Frequent lifting and carrying of up to 50 lbs. Standing, walking, bending, hiking for long hours. Ability to work outside in all weather conditions, including extreme heat, cold, and rain. Ability to drive 10 passenger vans and 4WD drive vehicles. Ability to pull and back up trailers safely (or ability to learn).

Travel: Position requires frequent local travel in HOC vehicles. Occasional overnight travel required. Occasional use of personal vehicle with mileage reimbursement required. Must not have any major traffic violations or citations.

Hours: Mon-Fri with some evenings and weekends required. Must have a flexible schedule to respond to activities at a short-notice.