



Attachment A AmeriCorps Member Service Description



Position: Full-Time AmeriCorps Construction Service Team Leader
Location: Sisters, OR. Project Locations throughout Central Oregon

Position Summary: This is a full-time (40hours/week) position as an AmeriCorps member of Heart of Oregon YouthBuild. The Construction Service Team Leader 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. The Construction Service Team Leaders is not a staff role, and thus does not provide supervision to YouthBuild AmeriCorps members, Instead, the Team Leader provides an additional layer of leadership and support. Additionally, they assist by providing information and resources on best practices and/or by helping to develop the construction portion of the YouthBuild program.

Position Standards:

- Build and maintain positive relationships with all members.
- 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, clean and organize job trailers weekly.
- Check and restock First Aid kits in trailers, vans, and facilities at least one time per month.
- Communicate with YouthBuild Program Assistant about youth attendance on a daily basis.
- Assist YouthBuild Construction Manager and Construction Trainers in pick-up of site materials.
- 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, Martin Luther King, Jr. Day; Global Youth Service Day and AmeriCorps Week
- Promote the value of service on the construction site.
- 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.

Minimum Qualifications: 21 and over highly preferred for driving qualifications (will consider 19 years old and up with previous corps experience). Must be a US Citizen, US National, or lawful permanent resident of the US. Must adhere to the policies related to the Drug free Workplace Act.

Benefits:

- A maximum taxable \$26,450 (pre-tax) living allowance dispersed bi-weekly over 46 weeks.
- Basic medical insurance (health and dental for member only), if not already covered.
- Paid Federal holidays, sick time, and vacation days.
- Student loan forbearance (for qualifying federal student loans).

- A \$6,895 education award granted upon successful completion of the program.
- Potential professional development and training opportunities including: CPR & 1st Aid, OSHA 10, NCCER Certification, career planning, volunteer management, & youth development.
- Child Care Allowance if qualify.
- Opportunity to live, travel, and serve in Central Oregon.

We consider applicants without regard to race, color, religion, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Reasonable accommodations are available on request.

Skills and Abilities:

- Knowledge of construction practices and experience in construction is not required, but the passion to learn these skills is required.
- 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.

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 15 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

Supervision:

The Construction Service Team Leader AmeriCorps member reports to Shelley Bronson, Construction Manager.

Notice of Civil Rights:

A person, including a member, a community beneficiary, a service recipient, or program staff, may not, on the grounds of race, color, national origin, sex, orientation, age, political affiliation, disability, or, in most cases, religion (except as noted below) be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination, directly or through contractual or other arrangements, under any program or activity receiving federal financial assistance.

If you believe that you or others have been discriminated against, or if you want more information, contact YouthBuild USA in Somerville, MA at americorps@youthbuild.org.

Every effort shall be made to grant reasonable accommodation for qualified people with disabilities to participate in this AmeriCorps program.