

**Habitat for Humanity East Bay
Construction Development Specialist
Position Description**

Date: June 2010

Reports to: Director of Construction Field Operations

Department: Construction

Classification: AmeriCorps, VISTA

HFH East Bay Mission Statement

HFH East Bay's mission is to create successful homeownership opportunities for families with limited incomes by building sustainable housing and revitalizing neighborhoods.

Position Purpose

To develop a volunteer Construction Crew Leader program to train and empower volunteers to serve in supervisory and skilled-builder roles so that we can increase our capacity to engage and effectively supervise more community volunteers in order to increase our sustainability and build more houses to serve more families.

Specific Duties and Responsibilities

- Become familiar with the various HFH East Bay construction sites and volunteers.
- Interview high-functioning affiliates about their volunteer programs to ascertain best practices.
- Contact and begin dialogues with trade unions and construction related firms in order to promote participation in the HFH East Bay program.
- Develop a training curriculum for each major construction task, including framing, siding, interior trim, painting, etc. The curriculums will include materials and tools list, glossaries of relevant construction terms, teaching scripts, recommendations for hands-on learning components, etc.
- Work with the Volunteer Coordinators to recruit volunteers to receive the trainings and commit to serving as Crew Leaders.
- Compose a training schedule that is coordinated with our production schedule.
- Assess needs and past performance of volunteers with Superintendents and Director of Field Operations.

Education, Experience, Knowledge, Skills, and Abilities

- Excellent communication and people skills
- Knowledge of construction trades and methods
- Experience with volunteers
- Teaching experience helpful
- Must be comfortable in office, classroom, and construction site environment.

Work Environment/Physical Requirements

HFH East Bay's office is located on the second floor of a building with no elevator. Member must be able to navigate active construction site.

Note: This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as desired.

Compensation

- AmeriCorps living allowance: \$11,400
- Monthly rent subsidy: \$200
- Segal Education Award: \$5,350
- Health insurance coverage

Habitat for Humanity East Bay's Anti-Discrimination Policy

Habitat for Humanity East Bay is an equal opportunity employer. It is the policy of HFH East Bay to provide equal employment opportunity for all applicants and employees and equal housing opportunity for all homeowner applicants. HFH East Bay does not unlawfully discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, ancestry, age, medical condition, physical disability, veteran status, marital status, sexual orientation, familial status, Acquired Immune Deficiency Syndrome (AIDS) or AIDS related condition (ARC), mental disability or any other basis prohibited by law.