



Michigan Habitat's AmeriCorps Program

Position Description

Position Title:	Construction Assistant	Category:	AmeriCorps Service Member
Program Administrator:	Habitat For Humanity of Michigan	Site Supervisor:	Tom Tishler, Construction Manager
Placement Location:	Kalamazoo Valley Habitat for Humanity	Travel Required:	No travel except for Americorps activities
Stipend:	\$6400	Position Type:	Part-time, 900 hours
HR Contact:	AmeriCorps Program Manager	Date posted:	TBD
Will Train Applicant(s):	On-site training	Posting Expires:	TBD
External posting URL:	habitatkalamazoo.org		
Please send Resume & Cover Letter via:			
Fax or E-mail: (517) 485-1509 or bferrigan@habitatmichigan.org Subject Line: Kalamazoo Valley Americorps Attention: Bridget Ferrigan RE: Kalamazoo Valley Americorps		Mail: Bridget Ferrigan, AmeriCorps Program Manager Habitat for Humanity of Michigan 618 S. Creyts Rd Suite C, Lansing, MI 48917	
Job Description			
Role and Responsibilities See attached position description (next page).			
Qualifications and Education Requirements High school diploma required. See attached position description (next page) for more.			
Preferred Skills See attached position description (next page)			
Reviewed By:	Tom Tishler	Date:	May 15, 2015
Approved By:	Don Jones	Date:	May 15, 2015
Last Updated By:	Tom Tishler	Date/Time:	May 15, 2015

POSITION DESCRIPTION



**HABITAT FOR HUMANITY MICHIGAN AMERICORPS
PART-TIME CONSTRUCTION ASSISTANT**

REPORTS TO: Construction Manager, Construction Site Supervisor

SUMMARY: Habitat for Humanity Michigan AmeriCorps Construction Assistant is a part-time, twelve month (minimum 900 hours over the course of the term) position. The candidate will assist in supporting Kalamazoo Valley Habitat for Humanity's (Habitat) efforts in the construction of new and rehabilitated homes and home repair projects. The candidate must be available to work weekdays as well as most Thursday evenings and Saturdays.

RESPONSIBILITIES AND GOALS:

- 1.0 ASSIST HABITAT CONSTRUCTION STAFF WITH CONSTRUCTION ACTIVITIES.
 - A. Provide supervision of volunteers on worksite with an emphasis on volunteer safety, quality of work, and adherence to Habitat policies and procedures.
 - B. Assist in the setup and preparation of worksites for daily activities.
 - C. Training and support of new volunteers on the worksite.

- 2.0 ASSIST HABITAT STAFF WITH PROCESS AND PROCEDURE PROJECTS
 - A. Working with other Habitat construction staff, enforcement of a formal safety program.
 - B. Assist with the writing of site policies and procedures.
 - C. Other projects as assigned by the Habitat construction manager

QUALIFICATIONS:

- 1. Comfortable with manual labor and physical tasks.
- 2. Comfortable working on home building and construction sites.
- 3. Knowledge, skill, and experience in working with volunteers.
- 4. Experience and skill in working with people of diverse backgrounds.
- 5. Must have good creativity and professional writing skills.
- 6. Must have own transportation. Habitat trucks can be used as available.

Authorized by:
Don Jones, Executive Director

Date:

Employee Signature:

Date: