

AmeriCorps National Deconstruction Coordinator



Local Habitat organization:	Flower City Habitat for Humanity (Rochester, NY)
Reports to:	ReStore Director
Length of term of service:	Full time for 10 ½ months
Service week (days/times):	Monday – Friday, 8:30 a.m.-5 p.m. with occasional evenings
Is a personal vehicle required for service?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
To apply, send resume to:	employment@rochesterhabitat.org

Why Habitat AmeriCorps?

- Raises your awareness of the social issues that face your community.
- Provides you an opportunity to learn and develop new skills and confidence.
- Helps you gain hands-on project management experience.
- Increases your knowledge of service and engagement.
- Maximizes your construction and homebuilding experience.
- Improves your performance at a future job.
- You can help strengthen communities and families through your service.

Benefits

- Living allowance minimum of \$16,300 for 10½ months of service. (Approximately \$350 per week.)
- The Segal Education Award of \$6,345 following successful completion of service with a lifetime maximum of two awards.
- The education award is good for seven years from the end of service and can be used to repay your qualified student loans or for your future education at eligible schools. National members age 55 and older at the start of service may be eligible to transfer the award to certain family members.
- Possible forbearance of your qualified student loan, including accrued interest payments after the successful completion of the term of service.
- Health plan benefits – eligible for an Affordable Care Act compliant-health plan.
- Childcare benefits, if you qualify.
- Inclusion in a Member Assistance Program that offers counseling and financial planning resources.
- Worker's compensation.

Position: Deconstruction Coordinator

The deconstruction coordinator assists with the implementation of the Habitat organization's deconstruction program in order to reuse and recycle materials as a green alternative to landfills. They help lead volunteers and homeowners in the removal of sellable items from remodel projects while raising awareness of sustainable building practices.

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Service activities

- Assist with all aspect of hands-on deconstruction tasks including, but not limited to dismantling and preparing salvaged items, removing cabinetry, appliances, and bundling and loading materials, ensure an efficient and effective job, start to finish, including volunteer orientation and documentation.
- Lead small groups of volunteers and facilitate safe and positive experiences for everyone working on site, ensuring all materials are removed safely.
- Adhere to federal, state and local environmental, health and safety rules and regulations as they relate to hazardous products such as asbestos, mold and lead paint. This includes implementing procedures that ensure compliance on each deconstruction project site.
- Physically deconstruct sites based on set agreements.
- Manage deconstruction log and review donor submissions.
- Conduct site assessments at potential donor homes.
- Coordinate volunteer schedule as it pertains to kitchen deconstruction jobs.
- Coordinate with donors/contractors on schedule and scopes of work.
- Manage equipment.

Experience, knowledge and skills

Minimum requirements

- AmeriCorps members must be a U.S. citizen, national or lawful permanent resident.
- AmeriCorps members must be at least 18 or older.
- AmeriCorps members must have a high school diploma or GED.
- AmeriCorps members may have recurring access to vulnerable populations and must satisfy the National Service Criminal History Check eligibility criteria.

Preferred qualifications

- Knowledge of and willingness to promote the mission and activities of Habitat for Humanity International and AmeriCorps.
- Ability to work with a diverse group of people.
- Strong verbal communication skills.
- Experience working with volunteers, instructing individuals or facilitating groups.
- Experience working as a member of a team.
- Basic experience with Microsoft Office Suite, especially Outlook, Word and Excel.
- Current valid driver's license and a clean driving record.

Physical requirements

- Ability to be on one's feet for extended periods of time, often on rough and uneven terrain.
- Ability to lift at least 50 pounds on a regular basis.
- Ability to work on ladders and heights up to two stories.
- Ability to work in varying weather conditions. (Sites are often not heated during winter and not air-conditioned during summer.)

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Service site environment

Service site is an active construction site, often with rough and uneven terrain. Members will serve both indoors and outdoors during all types of weather. Construction tools will be provided. Members will have access to a shared computer station in the Habitat organization office to check service-related email, manage duties of the position, and complete timesheets and reporting.