



CENTRAL DELAWARE HABITAT FOR HUMANITY

AMERICORPS CONSTRUCTION COORDINATOR POSITION DESCRIPTION

- OVERVIEW:** Join us for a year of service in Dover, Delaware. AmeriCorps is a national service program where individuals serve a one year term and have the ability to get hands-on experience and directly impact the community.
- ORGANIZATION:** Reports to Construction Site Supervisor
- QUALIFICATIONS:** A desire to serve the mission and goals of Habitat for Humanity, making positive changes in the lives of our homeowners and community.
Experience: Prior construction experience and knowledge of building process is preferred. Experience leading volunteers on a Habitat for Humanity worksite or similar volunteer-driven building program preferred.
- Skills:
- A strong desire to serve. Ability to give of oneself. Desire and ability to promote the mission of Habitat.
 - Energy and enthusiasm; ability to problem-solve, take initiative, and work with minimum supervision.
 - Possession of a current driver's license in good standing.
 - Goal-driven, detailed-oriented project management skills.
 - Ability to handle multiple projects simultaneously.
 - Extensive knowledge of residential construction.
 - Knowledge of building code requirements.
 - Excellent communication skills.
 - Ability to inspire, train, motivate, challenge, and supervise volunteers.
 - Desire to learn and teach construction and safety techniques.
 - Patience; ability to lead and include people of all ages, backgrounds, and skill levels.
 - Ability to lift at least 50 lbs.
 - Proficiency in Microsoft Office (especially: Word, Excel, and Power Point); proficiency with email and internet use.
- SCOPE:**
- The Construction Coordinator will assist the Construction Supervisor by managing the day to day construction process from land acquisition to permit to certificate of occupancy. This position has minimal hands-on construction and will be primarily in the office. This position is Monday - Friday.

PRIMARY RESPONSIBILITIES:

- Work with Construction Supervisor to develop and implement volunteer training.
- Call and schedule the appropriate inspections of the project
- Secure the building permits
- Bid out materials and subcontractors as needed or ask for donated materials/labor
- Obtain license information and certificates of insurance from all contractors
- Oversees all areas of project to ensure that all homes are built to Energy Star standards.
- Establish a take-off list for each house as needed
- Assure that ordered materials reach site and are inventoried & checked for quality
- Schedule the subcontractors based on Construction Supervisor's schedule
- Assist in obtaining the necessary surveys, environmental reports and other site prep to get ready for construction.
- Develop a construction schedule process
- Order gift in kind materials from Habitat for Humanity International

AmeriCorps Responsibilities

- a. Attend State and Delaware Habitat for Humanity Training and Orientation programs. Training and events include but are not limited to the events on the Delaware National Service Event an Training Calendar
- b. Attend training and events provided by the Delaware Habitat for Humanity AmeriCorps program.
- c. Prepare and provide monthly reports to the Programs Manager on AmeriCorps service.

Benefits of serving with AmeriCorps at CDHFH:

- Living allowance for the service year is \$13,000
- Health Insurance
- Education award is available to qualified members
- Low-Cost Group Housing
- Service year is September 1, 2017 - August 31, 2018

To learn more about AmeriCorps visit www.americorps.gov.

To Apply:

Please send a cover letter and resume to jtice@centraldelawarehabitat.org or mail to CDHFH, 544 Webbs Lane, Dover, DE 19904.