

**SBP
Project Lead Full Time (1700 Hours)**



Program Overview:

SBP is an award-winning, nonprofit rebuilding organization whose mission is to ensure that disaster-impacted citizens and communities recover in a prompt, efficient and predictable manner. Through Disaster Recovery Lab, SBP works to share lessons learned, prevent common barriers to recovery and help communities utilize SBP's standardized, repeatable and proven-effective model. Since its founding in 2006, in response to Hurricane Katrina, SBP has rebuilt homes for over 1100 families with the help of over 100,000 volunteers in New Orleans; Joplin, MO; Rockaway, NY; Monmouth and Ocean Counties, NJ; San Marcos, TX; and Columbia, SC.

AmeriCorps Member Position Overview:

Project Leads play a vital role in SBP's Rebuilding Program, as they are our volunteers' main point of on-site contact and actively lead the construction efforts on clients' homes. Project Leads train, manage, and lead groups of skilled and unskilled volunteers in daily construction projects. A Project Lead is responsible for training and managing around ten volunteers a day keeping them on task, maintaining a safe and clean worksite, monitoring safety and quality and ensuring that all tasks are completed on schedule.

Project Leads work closely with their Project Manager to develop and track the schedule of their home, order tools and materials and troubleshoot problems. Further, Project Leads encourage volunteers to return, fundraise and help spread the word about the enduring needs for continued disaster recovery efforts in America. Project Leads ensure that SBP is represented in a positive and professional manner by completing each project on time and on schedule, interacting positively with volunteers and homeowners and maintaining high quality and safety on site.

Project Leads work independently or with other Project Leads during the course of a rebuild project. Each Project Lead can expect to personally lead around ten volunteers a day, but during periods of low volunteer numbers, Project Leads will work independently or with other Project Leads to continue construction progress on site. During the AmeriCorps term a Project Lead will be expected to oversee the rebuilding of 3-4 homes. Project Leads report to a Project Manager within the Construction Department.

Minimum Requirements:

- Be at least 17 years of age or older.
- Have a high school diploma or its equivalent.
- Be a citizen, national, or lawful permanent resident alien of the United States.

Essential Functions:

- Maintain a clean, safe and organized work site.
- Ensure that each phase of construction is being completed on schedule.
- Ensure that work is of the highest quality.
- Conduct on site orientations for volunteer groups.
 - Clearly communicates the homeowner's story to volunteers.
 - Educates volunteers on the area, the effects of the storm, and the history and work of the SBP.
- Communicate the daily and weekly goals to volunteers.
- Provide effective training and constructive feedback to volunteers who are completing insulation, drywall, mudding, painting, flooring, trim, doors and other phases of construction.

- Maintain a professional and positive attitude when working with volunteers.
- Ask volunteers to return and spread the word about the enduring needs.
- Serve as a liaison between the homeowner and volunteers.
- Interact effectively and positively with other team members.

Qualifications:

- Excellent verbal communication skills
- Experience/comfort with public speaking
- Ability to lead diverse groups of volunteers on a wide array of tasks (that will most likely be new to you)
- Ability to do physical labor, occasionally strenuous
- Strong organizational skills and ability to delegate tasks effectively
- Experience/interest in developing project management skills
- Willingness /enthusiasm to receive constructive feedback from your supervisor and peers
- Positive attitude
- Ability to take initiative and be self-motivated
- High regard for safety
- Strong passion for the work of the St Bernard Project
- No construction experience necessary, although helpful, as this is a construction heavy position.

Benefits:

This position is eligible for a living allowance, education award, health benefits, and childcare assistance. The stipend for this position is \$1263 per month and may not exceed \$12,630 for the term of service. The education award for this position upon completion of the ten month term and 1700 hours of service is \$5815. Please visit http://www.americorps.gov/for_individuals/benefits/benefits_ed_award.asp for more information on the education award.

Reasonable Accommodations

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Member Name		Start Date	
Service Location		Expected End Date	
Department		Term Type	
Direct Supervisor			

Member Signature: _____

Date: _____