



SBP AmeriCorps Project Lead

Service Position Summary:

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 1400 families with the help of over 100,000 volunteers in New Orleans and Baton Rouge, La; Joplin, MO; Rockaway, NY; Monmouth and Ocean Counties, NJ; San Marcos, TX; Columbia, SC; Houston, TX, and Puerto Rico.

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. 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.

Essential Functions of Position:

- 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.
- Participate in September 11th Day of Remembrance and Martin Luther King Jr. Day of Service events, which may take place on a weekend or during holidays and include activities outside of the scope of typical day-to-day functions.
 - Per 45 CFR §2510.20, SBP has determined that the probability of access to vulnerable populations is so great that all members will receive the three part NSCHC: NSOPR, FBI, and required state components (residence and state of service, as necessary).
 - Per 45 CFR §2540.100, member activities are not supplementing, duplicating, or displacing staff or volunteers.
- All SBP AmeriCorps members are provided the option to deploy as part of SBP's **Disaster Deployment Team**. This team serves as SBP's lead responder in the aftermath of a natural disaster, responding to disaster impacted communities with the greatest need for aid.
- As a member of the **Deployment Team**, you may play a critical role in the initial response to disasters throughout the United States. Service activities for AmeriCorps members responding to disasters may

include providing basic need assessments for communities, delivery and facilitation of food and water, as well as mucking and gutting of disaster impacted homes.

Knowledge, Skills, and Abilities Required:

- 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
- Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202.
- Strong interpersonal skills, including active listening.
- Ability to maintain a calm, professional demeanor in challenging situations, including client crises.
- Ability to clearly communicate needs and expectations to people of various backgrounds.
- Demonstrated problem solving skills.

Academic, Experience, and Core Competencies Needed:

- 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 perform 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 SBP
- No construction experience necessary, although helpful, as this is a construction heavy position.

Commitment Required: Full Time members will serve 1700 hours. Members are required to serve 42 hours a week. A typical service week is Monday – Friday, however volunteer events often occur on Saturday and will require attendance. Member will have ample opportunity to complete 1700 hours of service.

Member Evaluation: Members will receive mid year and end of year evaluations, as well as complete necessary weekly and/or monthly data reports and bi-weekly timesheets in OnCorps.

Training:

- Members will receive service and site specific training to prepare them for their service. Members will also be required to attend orientation.
- Members will receive on-site construction training that occurs at project houses for the first six – eight weeks of service. Training occurs during project builds, and may include demonstrating tasks to managers, members, and volunteers.
- Member training hours meet the requirements of 45 CFR §2520.50.

AmeriCorps Program Benefits:

This position is eligible for a living allowance, education award, health benefits, and childcare assistance. The stipend for this position is \$1373 per month and may not exceed \$13,732 for the term of service. The education award for this position upon completion of the ten month term and 1700 hours of service is \$5920. Please visit http://www.americorps.gov/for_individuals/benefits/benefits_ed_award.asp for more information on the education award.