



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 2100 families with the help of over 130,000 volunteers in New Orleans and Baton Rouge, LA; Joplin, MO; Rockaway, NY; Monmouth and Ocean Counties, NJ; San Marcos, TX; Columbia, SC; Houston, TX; Bay County, FL; North Carolina; 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 per day, keeping them on task. Monitoring safety, ensuring quality work, effectively participating in construction, and completing tasks on schedule are critical functions of the position.

Essential Functions of Position:

Project Lead Essential Functions:

- Maintain a clean, safe and organized work site.
- Ensure that each phase of construction is being completed on schedule, even in the absence of volunteers on site.
- Ensure that work is of the highest quality.
- Interact effectively and positively with other team members.
- Actively participate in construction projects.
- Ability to perform strenuous, physical labor in different climates, over long periods of time.

Serving with Volunteers; Essential Functions:

- 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.
- Supervise and participate in construction activities alongside volunteers.
- Maintain a professional and positive attitude when serving with volunteers.
- Ask volunteers to return and spread the word about the enduring needs.
- Serve as a liaison between the homeowner and volunteers.
- 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.

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)
- 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.

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.
- Fluency in Spanish required for positions serving at the Puerto Rico Operating Site.

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 to be led by experienced Project Leads, Project Managers, and Subcontractor tutorials. 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 stipend, post-service education award, health benefits, loan forbearance for most federally-guaranteed student loans, and childcare assistance. The stipend for this position is \$1399.20 (pre-tax) per month and may not exceed \$13,992.00 for the term of service. The education award for this position upon completion of the ten-month term and 1700 hours of service is \$6095. Please visit http://www.americorps.gov/for_individuals/benefits/benefits_ed_award.asp for more information on the education award. AmeriCorps members in this position have the opportunity to make a difference in communities, connect to a national AmeriCorps network and alumni group, and serve with a dynamic team of members.

Member's Name (please print): _____

Member's Signature: _____ **Date:** _____

Supervisor's Name (please print): _____

Supervisor's Signature: _____ **Date:** _____