



SBP AmeriCorps Supply & Logistics Coordinator

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.

Supply & Logistics Coordinators ensure construction sites are provided with the necessary tools and materials on time and accurately.

Supply & Logistics Coordinators efficiently procure materials, prepare and deliver orders, and schedule pick-ups for each job site with a keen focus on accuracy. They work closely with vendors to procure necessary materials and keep the warehouse organized, stocked and clean of debris and clutter. The warehouse coordinates with the Construction Team to assist with interdepartmental needs and work orders. Supply & Logistics Coordinators ensure that SBP is represented in a positive and professional manner by completing each project on time and on schedule, interacting positively with colleagues, maintaining tools and focusing on safety in the warehouse and at each job site.

Essential Functions of Position:

- Deliver orders (tools and materials) to construction sites via company vehicle.
 - Must be able to satisfy a Motor Vehicle Records/Driver History Check
- Assist with keeping a clean, safe and organized warehouse.
- Prepare orders made by Project Managers by pulling tools and materials from the SBP warehouse, or by picking them up from a local vendor.
- Assist with tracking and cleaning tools.
- Develop and track daily and weekly goals.
- Learn, understand and perform SBP's expectations for job site and personal safety as outlined in the Construction Manual and Safety While Serving at SBP, as well as safety trainings occurring throughout the term
- 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.

Requirements:

- Be at least 21 years of age or older.
- Satisfy a Motor Vehicle/Driver History Check showing:
 - Class C driver's license in good standing
 - Must be 21 years or older
 - 21 and 22-year olds must have clean driving record

- For candidates 23 and older, the following applies:
 - No more than two moving violations in last 3 years
 - No DWI/DUI in last 5 years
 - No major violations in the last 5 years
- 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.
- Fluency in Spanish required for positions serving at the Puerto Rico Operating Site

Competencies Needed:

- Excellent verbal communication skills
- Strong organizational skills and ability to delegate tasks effectively
- Ability to work under pressure
- Ability to perform physical labor, occasionally strenuous
- Ability to lift at least 50 lbs.
- Ability to multitask
- Willingness /enthusiasm to receive constructive feedback from your manager and peers
- Positive attitude
- Ability to take initiative and be self-motivated
- High regard for safety
- Valid and current Driver’s license

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.
- Member training hours meet the requirements of 45 CFR §2520.50.

AmeriCorps Program Benefits:

This position is eligible for a living allowance, 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 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:** _____