



## **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 1400 families with the help of over 100,000 volunteers in New Orleans; Joplin, MO; Rockaway, NY; Monmouth and Ocean Counties, NJ; San Marcos, TX; Columbia, SC; Houston, TX, 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:**

- 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.
- Deliver orders (tools and materials) to construction sites.
- 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 11<sup>th</sup> 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.

### **Academic, Experience, and Core 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, 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](http://www.americorps.gov/for_individuals/benefits/benefits_ed_award.asp) for more information on the education award.