

Construction systems development

AmeriCorps VISTA assignment description



Host site (local Habitat organization)	Richmond Metropolitan Habitat for Humanity
Program	AmeriCorps VISTA
Member role	Construction systems development
Host site manager	Whitney Guthrie
Direct supervisor	Ann Coble
Service week (days/times)	Monday-Friday, 8:30AM-5:00PM
Will member engage in any of the following?	<input type="checkbox"/> Disaster response <input checked="" type="checkbox"/> Neighborhood revitalization <input type="checkbox"/> Veterans or military families <input type="checkbox"/> None
Will member be actively building on the construction site at least one day per week?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Goals

The construction systems development VISTA creates, documents and implements a plan to improve construction operations to including scheduling the entire process, tracking paperwork, and/or transitioning into green building techniques and owner-occupied repairs. The member's responsibilities include exploring the current construction processes and systems; identifying best practices and additional needs; or developing, document and implementing an enhanced construction operation plan that addresses needs.

Objective one – Exploration

Explore the construction processes and systems that are currently in place at the site and identify best practices and additional needs the project requires. Document research and communicate findings to the project sponsor and faith further direction to move forward with developing enhanced construction operations.

Member activities

- Evaluate current procedures for tracking the construction process from permitting to land development, construction through inspection. Review resources available from Habitat for Humanity International and other local Habitat organizations. Compare these findings to current methods.
- Research Brush with Kindness programs and possible neighborhoods.

- Learn systems to assist with project management of programs related to critical home repairs (setting up inspections, developing work scopes, and securing bids from contractors).

Objective two – Development

Develop and document an enhanced construction operations plan that will address the needs of the host site. The plan should address construction preparation, planning, scheduling, home repairs, green building and work site safety, as well as other areas of need identified during the exploration phase.

Member activities

- Develop and document a plan to improve or expand the organization's construction operations. This may include systems targeted at traditional home construction, as well as systems for expanded services such as rehabilitations, A Brush with Kindness and critical home repair.
- Develop systems for improvements to the construction process to include possible software or databases to make the process easier to track and reference. The software could also include inventory management, construction budgets and schedules.
- Develop Brush with Kindness program.
- Assist with Critical home repair program- set up inspections, developing work scopes, and securing bids from contractors.
- Develop a land inventory strategy of the affiliate and update the process for determining the feasibility of potential sites. Develop a manual that gives step-by-step instructions for site acquisition through permitting.

Objective three – Implementation and review

Implement the new construction operations program. Assist the site in testing and evaluating the various parts of the program developed and revise the program as needed to ensure success.

Member activities

- Implement systems for improvements to the construction process to include possible software or database to make the process easier to track and reference. Gather feedback from staff and make necessary changes.
- Implement filing systems, both paper and electronic, to manage and archive important documents needed for construction operations.
- Continue to assist with Critical Home Repair program - set up inspections, developing work scopes, and securing bids from contractors.
- Implement a Brush with Kindness project in late Winter/Spring 2021.
- Implement green building techniques as part of the standard building practices at the site. Gather feedback from construction staff about what is working and what is not, suggesting changes as needed.

Activities listed here may include visits to the construction site for the purposes of observation, interviews of staff and volunteers and implementation of construction systems and processes.

While VISTA members cannot regularly build on the construction site, the VISTA member may have the opportunity to engage in active building no more than one time per month to help inform construction systems development projects.

Objective four – Sustainability

Ensure that the construction operations program is sustainable, continuing at the host site after the completion of the VISTA term by developing manuals and training staff and volunteers on the new program.

Member activities

- Develop a manual of resources and directions for maintaining the construction operations program in its entirety, including land acquisition, permitting, construction scheduling and tracking, document filing and archiving, green and sustainable building practices, owner-occupied repair procedures and work site safety.
- Train volunteers and staff on use of new systems and procedures to ensure there is a transition plan for ongoing maintenance of systems and support of the program.

Required meetings, trainings and events

Minimum expectations are outlined below with the understanding that further trainings may be required, as determined by the host site, Habitat for Humanity International or the Corporation for National and Community Service.

- Pre-service orientation provided by the Corporation for National and Community Service.
- Onsite orientation to local host.
- Habitat Learns – “Foundation of Habitat” online series.
- Habitat Learns- “Introduction to Ethics and Inclusion” and “Speak Up!”
- Lockton safety online courses.
- Annual sponsored blitz build - Habitat AmeriCorps Build-a-Thon.
- National days of service:
 - Dr. Martin Luther King, Jr. Day (required).
 - September 11th National Day of Service and Remembrance and AmeriCorps Week (encouraged).
- Host site monitoring reviews and periodic check-in calls.
- Monthly meeting with host site manager.
- Bi-weekly meeting with direct supervisor.
- Life After AmeriCorps training.
- Staff and board meetings and home dedications, as appropriate.
- Annual staff or AmeriCorps team build day.
- Monthly construction committee meetings.

- Individual and/or group professional development trainings may be made available based on budget, member interest and recommendation of the host site manager or direct supervisor.
- Host site events- TBD. Participation in these events will be in line with AmeriCorps program regulations.

Experience, knowledge and skills

Required

- Valid driver's license and ability to meet host site's insurance requirements.
- Experience with Microsoft Office Suite, especially Word and Excel.

Preferred

- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity International and AmeriCorps.
- Ability to work with a diverse group of people.
- Strong written and verbal communication skills.
- Strong research skills.
- Detail oriented and highly organized.
- Experience working as a member of a larger team.
- Project management experience.

Physical requirements

- Ability to sit at a desk and computer for extended periods of time.
- About 20 percent of this position requires outreach in the community, including visiting buildings and homes that may have stairs, as well as occasionally serving on project sites that may have uneven terrain.

Service site environment

Please note AmeriCorps members are prohibited from serving in a home office.

Member will primarily serve in an open-space office and will share the area with other staff or fellow members. Each member will have a desk, computer (with email and Internet access) and a phone for service-related tasks. Shared resources include a printer, copy machine, fax machine as well as office supplies.

Will a **personal vehicle** be required? ☒ Yes ☐ No

Some travel is required for this position. Public transportation options are limited in our community so access to a personal vehicle is required to get to and from service, as well as any required meetings. Approved service-related mileage, beyond commuting to and from service, will be reimbursed per the Habitat organization's policy.