



Rebuilding Together CapacityCorps

AmeriCorps Site Coordinator



Host Site: Rebuilding Together New York City

AmeriCorps Program: CapacityCorps

Title: AmeriCorps Site Coordinator

Location: Brooklyn, New York

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About Our Community

Rebuilding Together NYC works in low-income communities throughout the five boroughs. In our Critical Home Repair Program, we assist homeowners whose Area Median Income (AMI) is below 80%, according to the U.S. Department of Housing and Urban Development. The majority of the homeowners on our waitlist fall below 50% of AMI, which, for a family of four, means that the total annual household earnings are \$43,000 or less. Often, these families must prioritize expenses like groceries, healthcare, and mortgage payments over home repairs, and their homes are in varying states of deferred maintenance. In addition, many of the homeowners we serve were affected by Hurricane Sandy and are still working toward recovery. With one of the most aggressive real estate markets in the world, the need for preserving the city's existing infrastructure and keeping low-income residents in their homes is critical to the stabilization of our neighborhoods and the safety of our neighbors. All of our AmeriCorps members work in the communities we serve in different capacities depending on role.

Summary of Position

A well-run rebuilding project requires a lot of planning and skill behind the scenes to ensure that clients, volunteers, and others come together to have an impactful, uplifting project day. The AmeriCorps Site Coordinator under direction of RTNYC construction manager, assists in overseeing rebuilding projects from start to finish, beginning with the initial visit to assess the client's home repair needs, through the completion of the work scope and final project evaluation. They will coordinate with clients, skilled volunteers, community partners, vendors, inspectors, and staff to develop and implement sustainable and effective project logistics practices. The AmeriCorps Site Coordinator will follow up with clients as reported to the construction coordinator after each project to ensure that the health or safety concerns of the clients were addressed according to the work scope and complete any punch list items.

Essential Duties and Responsibilities

- Arrange pick-up and delivery of crucial project needs, including: tools and materials, personal protective equipment, solar lights, dumpsters and other rented items, water and snacks.
- Maintain a system for warehouse inventory to allow bulk purchasing, the reuse or repurposing of tools/materials, and an efficient supply chain. Ensure routine maintenance of Rebuilding Together-owned tools between projects.



- Oversee general volunteers in completing direct hands-on repairs and light installations. Ensure that volunteers are trained in their task and have access to tools/materials, that proper safety procedures are being followed, that the work product is of good quality, and that volunteers enjoyed and feel appreciated for their service.
- Complete direct hands-on repairs, including but not limited to: rough/trim carpentry, tile work, grab bar installation, interior/exterior painting, and weatherization.
- Conduct orientations and trainings to bring project volunteers in House Captain/Ambassador roles up to speed on Rebuilding Together's model of delivering services and completing projects.
- At the end of each rebuilding day, evaluate productivity against the work scope and ensure quality and completion of work.
- Upon completion of the project, survey clients to measure short- and long-term outcomes and overall client satisfaction.
- Conduct community outreach to residents for solar light installations, train project volunteers, and schedule and run project days.
- Meet with community representatives to discuss work scopes, volunteer activity, prep and punch work.
- Conduct volunteer orientations and training, including both rebuilding volunteers and volunteers serving in special roles on the project site (see above).
- Match volunteers with rebuilding projects based on availability and skill. Serve as the main point of contact with volunteers to ensure they have all necessary information before coming out to the project.
- Collaborate with staff to place volunteers with appropriate rebuilding projects, schedule projects and develop project timelines, get tools and materials on site, and other logistical concerns.
- Maintain the system for tracking current and interested volunteers; communications and intake; skill, interest, and availability; past project attendance and upcoming project registrations.
- As a grassroots non-profit, all team members will have an active role in implementing larger rebuilding projects throughout the year. They will assist with project logistics several times throughout the year, including registering volunteers, checking in with volunteers throughout the project day, coordinating volunteer logistics such as lunches and bathrooms, assisting with set up/tear down, or taking photos.

Knowledge, Skills, and Abilities

Preferred

- Experience with construction methods, home repair, and housing issues
- Experience with managing or coordinating volunteers and contractors
- Excellent writing and verbal communication skills
- Bachelor's Degree or relevant life/work experience

Required

- Proficient with Microsoft Word, Excel, and use of internet
- Ability to serve with and for a diverse community and staff

- Comfort with speaking and presenting in front of large groups--experience training or teaching adults/volunteers is a plus
- Solid interpersonal skills and ability to make connections and build relationships with volunteers
- Well-organized, detail-oriented, self-motivated, flexible
- Ability to work with diverse clients, volunteers, and staff to create a friendly, helpful atmosphere

Description of Physical Demands

- Must be able to travel independently to meetings in the community and in client homes.
- The AmeriCorps Site Coordinator will assist with several rebuilding days during the term--as such they must be able to walk, climb stairs, stand, lift, and carry for extended periods of time.
- Must be able to navigate an active construction site, including: climbing stairs and ladders, standing, lifting, and carrying for extended periods of time over difficult terrain.
- Must be able to lift 50 pounds on a regular basis as part of their responsibilities to complete direct hands-on repairs and assist with the delivery of materials and tools.

Other Requirements

- Valid driver's license and good driving record to allow for use of affiliate owned or rented vehicles or trucks
- Comfortable with driving, backing up and parking a cargo van (or willingness to learn)
- Access to reliable transportation for daily commute
- Access to reliable transportation for regular travel during the work day as part of core responsibilities
- Comfort with traveling via public transportation throughout the work day (or willingness to learn)
- Use of a personal vehicle is not recommended due to heavy local traffic and/or tolls--public transportation will get you most of the places you need to go

Background Check

CapacityCorps members are required to pass an FBI criminal background check with fingerprints, applicable state background checks, and an NSOPW check. For more information about disqualifying findings, visit our FAQ's on our website, www.rebuildingtogether.org/capacitycorps.

Prohibited Activities

AmeriCorps members may not engage in any of the AmeriCorps Prohibited Activities (see below) directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed below. AmeriCorps members will not recruit or coordinate volunteers for the purposes of raising funds for his/her living allowance, Rebuilding Together's general operating expenses, or write grant applications for funding provided by CNCS or other federal agencies.



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Any volunteer recruitment, training, management, or coordination listed above as completed by the AmeriCorps member pertains to volunteers engaged in work directly related to rebuilding project implementation only.

AmeriCorps Prohibited Activities

Prohibited Activities. While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

- a) Attempting to influence legislation;
- b) Organizing or engaging in protests, petitions, boycotts, or strikes;
- c) Assisting, promoting, or deterring union organizing;
- d) Impairing existing contracts for services or collective bargaining agreements;
- e) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h) Providing a direct benefit to—
 - i) A business organized for profit;
 - ii) A labor union;
 - iii) A partisan political organization;
 - iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - v) An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
- i) Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- j) Providing abortion services or referrals for receipt of such services; and
- k) Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

Citations:



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- 45CFR § 2520.65 - http://www.americorps.gov/help/ac_sn_all_2012/WebHelp/index.htm
- 2012 AmeriCorps Provisions IV.D.3 - <https://egrants.cns.gov/provisions/ACProvisions2012.pdf>