



# Rebuilding Together CapacityCORPS

## AmeriCorps House Captain



Host Site: Rebuilding Together Pittsburgh

AmeriCorps Program: CapacityCORPS

Title: AmeriCorps House Captain

Location: Pittsburgh, PA

[Apply now!](#)

## About Our Community

---

Much of our work is focused on four "Impact Neighborhood's"— Hazelwood, Homewood, The Hilltop, and The Hill District. Here we leverage government, corporate and philanthropic investments with volunteer labor to complete dozens of home repairs for qualifying low-income homeowners in a tight geographic area. This focus frequently leads to additional improvements by adjacent homeowners. Taken together, these improvements change the nature of entire blocks that have a significant positive impact on housing values, creating new homeowner equity—often for the first time in a generation.

## Summary of Position

---

Nothing is more satisfying than seeing your work have an immediate and direct impact on the problem you're trying to solve. AmeriCorps House Captains measure their time with Rebuilding Together in the number of grab bars installed and injuries from falls prevented, weatherization projects completed and utility bills lowered, and wheelchairs ramps built and independence restored. They complete hands-on repairs as part of prep work or punchlist for a project day. On project days, AmeriCorps House Captains lead volunteers from all backgrounds and skill levels to complete a variety of construction activities. Wherever possible, they teach and empower volunteers to learn new skills and safely implement them on the worksite.

## Essential Duties

---

- Complete direct hands-on repairs, including but not limited to: rough/trim carpentry, tile work, grab bar installation, wheel chair ramp/safe entry/egress repairs, interior/exterior painting, and weatherization.
- If contractors or skilled-trades volunteers will be utilized to complete a portion of work on a home, coordinate with these individuals to plan the work, and ensure a high quality of work is completed within the timeline of the project.
- Assist with purchase and delivery of crucial project needs, including: tools and materials, personal protective equipment, dumpsters and other rented items, water and snacks. Assist with logistics through pulling, staging, stocking, and delivery of construction materials.
- Meet with clients to complete home assessments, develop a work scope and materials list, and collaborate with other team members to develop a project timeline (especially if coordination with volunteers or contractors is required).
- Oversee general volunteers in completing direct hands-on repairs. 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.

- Where possible, encourage and support volunteers to safely try new construction tasks and build their skill sets. Educate homeowners about the repairs that were completed and any new or recommended home maintenance.
- Conduct on-site volunteer orientation, including: history of affiliate and community, site/tool/neighborhood safety, homeowner biography, and project work scope.

## 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 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 35-50 pounds on a regular basis as part of their responsibilities to complete direct hands-on repairs and assist with the delivery of tools and materials.
- 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.

## Other Requirements

---

- Access to reliable transportation for daily commute

## 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](http://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.

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



# Rebuilding Together CapacityCorps

## AmeriCorps House Captain



- 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:

- 45CFR § 2520.65 - [http://www.americorps.gov/help/ac\\_sn\\_all\\_2012/WebHelp/index.htm](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>