

SBWIB, Inc.



SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.
A Private Nonprofit Corporation
An Equal Opportunity Employer



Full-time AmeriCorps Member Position Description Construction Service Team Leader

JOB ANNOUNCEMENT

Summary

SBWIB Inc. YouthBuild is proud to host [AmeriCorps](#) Members! AmeriCorps is the national **volunteer** service initiative that provides community service opportunities to people of all ages and backgrounds. Through their service, AmeriCorps members address the critical needs in local communities. YouthBuild works with AmeriCorps members to provide **Team Leader** in the classroom and training areas, as our program helps rebuild young individuals lives and their communities. We are looking for future teachers, counselors, social workers, etc. to help with classroom instruction (in a high school setting) leadership development, life skills, social justice issues, and community action and outreach activities.

This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type

Purpose and Scope

SBWIB YouthBuild is looking for a full-time (40 hours/week) **volunteer** position as an AmeriCorps member of (SBWIB YouthBuild). The **Construction Service Team Leader** position is responsible for helping to build and guide a team of youth capable of safely building and refurbishing YouthBuild AmeriCorps houses designated for low-income individuals. The Construction Service Team Leaders is not staff role, and thus does not provide supervision to YouthBuild AmeriCorps members, instead, the Team Leader provides an additional layer of leadership and support. Additionally, they assist by providing information and resources on best practices and/or by helping to develop the construction portion of the YouthBuild program. ***This position is very similar to an internship, it is volunteer.***

Benefits

The Construction Service Team Leader AmeriCorps members receive a living stipend of [\$16,000], paid out over the term of service, and health insurance if they are not already covered. Members may also qualify for childcare allowance.

Upon successful completion of service, members receive an education award of **\$6,345**. Other benefits include *student loan deferment* and our organization also pays up front for travel and hotel expense to any workshops, events, seminars, or meetings that are a distance outside of the norm to travel to, professional training, valuable networking opportunities, serving with a dedicated team of AmeriCorps members and staff, and the opportunity to make a real difference. *Our employment probationary period is 6 months.*

Minimum Qualifications

Must be at least 21 years of age, preferably have a B.S./B.A. degree and be a US Citizen, US National, or lawful permanent resident of the USA. AmeriCorps members will be subject to background clearance checks and must be able to provide copy of degree(s). Must adhere to the policies related to the Drug free Workplace Act.

Skills and Abilities

- Knowledge of construction practices and experience in construction.
- Interest in and commitment to sharing expertise to assist in the skill- development of program youth.
- Skilled at taking initiative, problem solving, and working independently.
- Skilled at building interpersonal relationships and to work/serve effectively as part of a team.
- Strong verbal skills, to communicate effectively with staff, volunteers, and community groups.
- Skilled at written communication, to develop program materials and reports.
- Dependable and able to maintain positive attitude, to fulfill commitment to term of service.
- Committed to the concept of national service and to making a difference in the community.
- Basic computer literacy, to be able to produce program materials
- Able to react to change productively and to handle other tasks as assigned.

General Duties and Responsibilities

Under the direct supervision and guidance of the AmeriCorps Construction Skills Trainer or Youth Program Coordinator & Manager, the Team Leader will be responsible for the duties and projects listed below as well as other assignments and duties assigned in accordance with the Corporation for National and Community Service (CNCS). Duties and responsibilities include but are not limited to the following:

- Build and maintain positive relationships with all students
- Teach basic construction skills
- Teach proper use of all tools
- Be responsible for overall safety enforcement
- Keep track of all tools and equipment used on the job on a daily basis
- Assist in personal and vocational counseling and development of trainees leadership skills in conjunction with other YouthBuild staff
- Serve as public ambassador for the program, YouthBuild USA, and AmeriCorps.
- Participate in (SBWIB YouthBuild), YouthBuild USA, and AmeriCorps training, service projects, and other activities
- Assist with the planning and/or implementation of a project on a designated national day of service such as September 11th National Day of Service & Remembrance, Veterans Day, Martin Luther King, Jr. Day; Global Youth Service Day and AmeriCorps Week
- Promote the value of service on the construction site

Working Conditions

Applying for this position connotes an understanding and acceptance of duty in light of potential exposure relating to COVID-19 as you will be required to interface with multiple team members and/or visit numerous locations. Performing duties of this position will require wearing protective equipment (e.g. mask, gloves, etc.), and following protective measures as enforced by the Company or by City, County, State and Federal

Authorities as it relates to current states of emergencies (e.g., pandemics) or the functions of this position. Note: Measures may change based on the level of safety concerns or the functions of duty. Employee may spend the majority of the day walking, standing, sitting at a desk, with frequent needs to reach, bend and use hands and arms to occasionally lift and/or move up to 40 pounds. Must have good time management skills, be able to work well under stress and meet deadlines. Must also be able to travel to other office locations as needed or for trainings, conferences and/or meetings within or outside local areas and, occasionally, statewide, in which such travel may last one or more days. Reliable transportation, a valid driver's license and proof of insurance is required when driving. Must be able to provide official proof of vaccination or religious/exemption status from a verifiable clergy or doctor with contact information and signature included. Employees with approved exemptions will be required to provide COVID testing once a week or more, as necessary, and as enforced by the Company and its Contractors, the County and other applicable laws, regulations or orders.

How to Apply

Send a cover letter and résumé to apply@sbwib.org for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.

The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.

The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to apply@sbwib.org.