



Rebuilding Together CapacityCORPS

AmeriCorps Project Coordinator



Host Site: Rebuilding Together Southeast Michigan

AmeriCorps Program: CapacityCORPS

Title: AmeriCorps Project Coordinator

Location: Farmington Hills, MI

About Our Community

Rebuilding Together Southeast Michigan began in Oakland County and we have continuously served that community for the past 27 years. It is the second-largest county in Michigan and is part of a tri-county area (including Macomb county to the east and Wayne County to the south) known as Southeast Michigan. Oakland County contains some of the wealthiest neighborhoods in Michigan along with some cities and neighborhoods struggling with similar issues as Detroit in Wayne County.

During our 2017 strategic planning session, our Board set a goal to expand our service area to include Wayne County. While continuing our service in Oakland County, we began working in the Jefferson-Chalmers neighborhood in Detroit (Wayne County) in 2018 and, in 2019, further expanded our Wayne County service area to include all of Detroit's City Council District 4. We completed 41 projects in 2019 and each year we utilize around 900 volunteers throughout our signature National Rebuild Day event, Minor Home Repair program, and seasonal Rebuild Day projects. AmeriCorps members selected will help us increase our capacity to serve more homeowners throughout Southeast Michigan.

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 Project Coordinator works alongside our Program Manager organizing rebuilding projects from start to finish, beginning with the initial visit to assess the client's home repair needs, through the completion of the workscope 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 Project Coordinator will follow up with clients after each project to ensure that the health or safety concerns of the clients were addressed according to the workscope and complete any punchlist items.

Essential Duties and Responsibilities

- Coordinate communication between clients, staff, House Captains, and contractors such that all parties are on the same page about work scope, timeline/timing of project elements, and expectations.
- 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).

- Arrange purchase and delivery of crucial project needs, including: tools and materials, personal protective equipment, 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. 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, wheel chair ramp/safe entry/egress repairs, interior/exterior painting, and weatherization.
- Recruit House Captains to provide on-site leadership of volunteers completing direct hands-on repairs and other skilled-trades volunteers to complete skilled repairs and modifications. Conduct trainings to bring volunteers in leadership/specialty roles up to speed on Rebuilding Together's model of delivering services and completing projects.
- Obtain necessary permits, inspections, and other approvals to begin work.
- At the end of each rebuilding day, evaluate productivity against the workscope 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.

Knowledge, Skills, and Abilities

Required

- Comfort with speaking and presenting in front of large groups--experience training or teaching adults/volunteers is a plus
- Proficient with Microsoft Word, Excel, and use of internet
- Ability to function in a fast-paced, collaborative environment where each team member must balance being organized and detail-orientated with being flexible and keeping up with changing scopes of project work
- Ability to communicate in clear and encouraging language with a diverse community and staff—in writing, in person, and over the phone

Preferred

- Bachelor's Degree or relevant life/work experience
- Experience with database, inventory, and barcoding systems or willingness to learn
- Solid interpersonal skills and ability to make connections and build relationships with volunteers
- Ability to work with diverse clients, volunteers, and staff to create a friendly, helpful atmosphere
- Volunteer service experience; managing or coordinating other volunteers is a plus

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.
- The majority of time will be spent in the office; they must be able to use a computer and phone for extended periods of time.
- Must be able to lift 40 pounds or more with assistance on a regular basis as part of their responsibilities to complete direct hands-on repairs and assist with the delivery of tools and materials.
- They must be able to travel independently to meetings in the community and in client homes
- They 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.

Other Requirements

- Access to reliable transportation for daily commute
- Access to reliable transportation for regular travel during the work day as part of core responsibilities
- Use of a personal vehicle is recommended due to inadequate public transportation
- Valid driver's license and driving record to allow use of affiliate-owned or –rented vehicles or trucks
- Comfort backing up a vehicle with a trailer (or willingness to learn)

Position Location

Our office is located in the city of Farmington Hills in Oakland County, Michigan. We complete the majority of our projects in Southfield, Farmington Hills, Pontiac, Farmington, Highland, and District 4 in Detroit. This upcoming year our goals include: increased services within Oakland County in Madison Heights, Hazel Park, and Oak Park; increased services in Wayne County; and further implementation of our expansion plan to serve more areas throughout Southeast Michigan.

Program Benefits

- Opportunity to address housing issues hands-on in your community.
- Work with and support 49 other AmeriCorps members across the country.
- Living allowance of \$15,000 over an 11-month term of service, which amounts to \$681 twice per month before taxes.
- Health insurance including dental and vision plans.
- [Education Award](#) of TBA May 2020 (was \$6,095 for 2019) for qualifying education expenses or loans, upon completion of the term of service.
- [Federal student loan forbearance and interest accrual payment.](#)
- Positions are eligible for [Public Service Loan Forgiveness.](#)

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.

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



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- 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:

- 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>