

Complete applications or program questions should be sent to **Central Berkshire Habitat for Humanity at 314 Columbus Ave., Pittsfield MA 01201, (413) 442-3181, info@berkshirehabitat.org**. Paper copies and electronic copies are accepted. If you need assistance, reasonable accommodations are available upon request for application submission, interview process, and program performance. Central Berkshire Habitat for Humanity prohibits all forms of discrimination and harassment based on race, color, religion, national origin, sexual orientation, gender/gender identity or expression, age, military service, political affiliation, disability, marital or parental status, pregnancy, political affiliation, reprisal, or genetic information. It is our intention that all qualified applicants be given equal opportunity, and that the selection process is based on job-related factors only.

POSITION DESCRIPTION

Help strengthen your community and build job experience through a term of service with the Central Berkshire Habitat Build & Repair Corps!

AmeriCorps is a network of national service programs that works to improve lives and fosters civic engagement. Central Berkshire Habitat (CBHFH) is looking for members ready to commit their time to addressing affordable housing in the Berkshires, to building their professional skills, and to be a leader in their neighborhoods.

CBHFH is an independent affiliate of Habitat for Humanity International, a global nonprofit housing organization working in nearly 2100 communities across the United States and in 70 countries around the world. CBHFH welcomes people from all walks of life to partner in service and has been providing homeownership opportunities for more than 30 years in Central and Southern Berkshire County, MA.

Our vision is a world where everyone has a decent place to live.

As a **Construction Crew Member** you will play a vital role in building and repairing homes on a local level. You will learn and perform construction tasks on new and rehab homes; demolition, site prep, framing, roofing, siding, insulation, drywall, flooring, finish carpentry, and landscaping. You will attend site safety trainings and work with staff to maintain a safe and efficient build site. Leading groups of skilled and unskilled volunteers you will make homeownership possible for partner families striving for a better life. No previous experience in construction required.



As the **Construction Systems Coordinator** you will play a vital role in building and repairing homes on a local level. You will learn how to develop construction schedules and planning for residential home building. Working in tandem with the construction team in the field, you will coordinate efforts in supply lines, third-party contractors, and volunteer groups. You will attend site safety trainings and work with staff to maintain a safe and efficient build site. Developing capacity for advanced construction systems, you will make homeownership possible for partner families striving for a better life. No previous experience in construction required, though computer literacy highly recommended.

Responsibilities:

Essential

- Active Program Participation:
 - Actively assist staff, volunteers, and homeowners to build, rehabilitate, or repair homes by arriving on time each day for service, listening to and accepting instruction from site supervisors, and participating in site tasks.
 - Maintain site safety through modeling of safety practices and guidelines as directed by site supervisors and as shown in any required safety trainings, online or in-person.
 - Help with materials management on site and at affiliate storage locations including set up and cleanup of project sites.
 - Assist with hands-on construction tasks including but not limited to:
 - Flooring
 - Roofing
 - Finish carpentry
 - Cabinetry
 - Landscaping
 - Demolition
 - Site Prep & Cleaning
 - Framing
 - Insulation installation
 - Drywalling
- Interpersonal Skills:
 - Is able to relate to coworkers, community members, and clients with respect.
 - Is tolerant and understanding of others.

Marginal

- Planning & Problem-Solving Skills
 - Participate in planning, debriefing, and safety meetings as needed. Offer input and feedback.
 - On occasion, members may participate in larger community projects such as lot cleanups, community gardens, etc. And be asked to lead volunteer groups or individual projects.
- Attend required meetings, trainings and events:
 - On site and affiliate orientation
 - OSHA 30 safety licensing
 - First Aid / CPR
 - Lockton Safety courses
 - Buildin' it up sessions
 - Getting Ahead skill building course
 - MA AmeriCorps Opening Day
 - MLK National Day of Service / Veterans Day of Service
 - Evaluations with Direct Supervisors and Host Site Manager
 - Staff meetings, Construction Committee meetings, and home dedications as appropriate
 - Professional Development trainings & host site events as needed

Qualifications:

Required

- US Citizen or a permanent resident
- High School or GED education (completed by the end of term)
- 17 years of age or older
- Complete a minimum of 1700 hours (full time), 1200 hours (¾ time), 900 hours (½ time), or 675 hours (reduced ½ time) of documented service with Central Berkshire Habitat for Humanity during the program term.
 - Weekend and/or evenings may be required for various events or trainings
- Complete all required AmeriCorps documentation and monthly reporting.
- Ability to work in a team and collaborate.
- Be able to lift 50 lbs. without strain and work on your feet for several hours at a time.
- Comfortable with heights and going up and down extension and step ladders.
- Transportation or ability to commute to Central Berkshire Habitat for Humanity's local job sites.

Criminal Background Check: Members are required to complete a federal criminal background check before beginning their term of service. Immediate disqualifications include, being listed on a state sex offender registry or being convicted of a violent crime. Full criminal background check policy available online or by contacting our office: www.berkshirehabitat.org.

Member Benefits:

Full Time 1700 Hours 47 Weeks Stipend: \$20,000 Estimated Bi-Weekly \$851.06 10 Personal or Sick Days Education Award: \$7,395	3/4 Time 1200 Hours 33 Weeks Stipend: \$14,112 Estimated Bi-Weekly \$855.26 7 Personal or Sick Days Education Award: \$5,176.50	Half Time 900 Hours 25 Weeks Stipend: \$10,584 Estimated Bi-Weekly \$846.72 5 Personal or Sick Days Education Award: \$3,697.50	Reduced Half Time 675 Hours Stipend: \$7,925 Estimated Bi-Weekly \$834.20 3 Personal or Sick Days Education Award: \$2,817.14
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- Education award upon successful program completion. Scholarship can be applied to past loans, future education, and professional training certificates for up to 7 years.
- Over 125 hours of professional training and networking in the construction and trades field and the non-profit sector.
- Minimum Essential Health Care coverage if needed.
- Loan and interest accrual deferment for qualifying loans during term of service.
- Childcare benefits assistance for qualifying members.

Term of Service: Service year 2024 – 2025

- **Full Time Slot (47 Weeks)**
 - **Schedule:** Monday – Friday; 7:00 am – 3:30 pm
 - **1700 hours of service**
 - **Location:** Pittsfield, MA
- **Half Time Slot (25 Weeks)**
 - **Schedule:** Monday – Friday; 7:00 am – 3:30 pm
 - **900 hours of service**
 - **Location:** Pittsfield, MA
- **Three Quarter Time Slot (33 Weeks)**
 - **Schedule:** Monday – Friday; 7:00 am – 3:30 pm
 - **1200 hours of service**
 - **Location:** Pittsfield, MA
- **Reduced Half Time Slot (19 weeks)**
 - **Schedule:** Monday – Friday; 7:00 am – 3:30 pm
 - **675 hours of service**
 - **Location:** Pittsfield, MA



MEMBER SERVICE APPLICATION



Which position are you applying for? Please circle.

Full Time Slot 1700 Hours

Three Quarter-Time Slot 1200 Hours

Half Time Slot 900 Hours

Reduced Half Time Slot 675 Hours

CONTACT INFORMATION				
Name (Last)	(First)	(Middle Initial)	Phone	
Address (Mailing Address)	(City)	(State)	(ZIP)	Secondary Phone
E-Mail		Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Are you able to perform the essential functions of the position described above with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION AND TRAINING			
High School Graduate or Equivalent Diploma (HSED)? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, list the highest grade completed			
COLLEGE, BUSINESS SCHOOL, MILITARY (Most recent first)			
Name and Location	Graduate	Degree	Major or Subject
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
License or certificate	Number	Where Issued	Expiration Date
License or certificate	Number	Where Issued	Expiration Date
Languages read, written, and/or spoken fluently			

VETERAN STATUS (most recent)

Branch of service	Date of entry	Date of discharge
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SPECIAL SKILLS (list all pertinent skills and equipment you can operate)

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REFERENCES (Must have two References)

Name	Relationship to Applicant	Phone	Email

WORK EXPERIENCE (most recent first) (including volunteer work and military experience)

Employer	Phone	From (month/year)
Address		To (month/year)
Job title		Hours per week
Specific duties		Last Salary
		Supervisor
Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Phone	From (month/year)
Address		To (month/year)
Job title		Hours per week
Specific duties		Last Salary
		Supervisor
Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Give a brief response: What about the Habitat Build & Repair Corps / AmeriCorps interests you? What are you most excited about?

How did you hear about the program? (please circle all that apply)

Friend	Employer	Coach / Mentor	Habitat website	Job search site	Flier
Facebook	AmeriCorps Portal		Other: _____		

I certify the information contained in this application is true, correct, and complete. I understand that if selected, false statements reported on this application may be considered sufficient cause for dismissal. I understand that acceptance into the program is contingent on passing a federal criminal background check.

Signature of Applicant

Date

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