



AmeriCorps National position description

Local Habitat organization	Habitat for Humanity-MidOhio
Host site manager	Deb Light
Direct supervisor	Deb Light
Length of term of service	Full time for 10 ½ months
Service week (days/times)	Tuesday-Saturday, 8:30am to 5pm with occasional evenings or Sundays/Mondays
Is a personal vehicle required for service?	Yes
Will member be actively building on the construction site at least one day per week?	No

Volunteer Services Coordinator, neighborhood revitalization

The Volunteer Services Coordinator helps recruit, train, schedule, and recognize volunteers. They build relationships in the community to grow the overall volunteer base and advance individual and group partnerships. They market within the community to recruit new volunteers and develop new events and opportunities for volunteers to engage with the mission of Habitat for Humanity. They assist with all aspects of volunteer management, including initial orientation, database maintenance and tracking, and promoting volunteer opportunities in construction, office work, ReStores, deconstruction, homeowner services, special events, and other needs as they arise. The member may also focus on specific impact areas, such as neighborhood revitalization, veteran outreach, etc. In alignment of Habitat MidOhio's strategic plan, this member will assist in diversifying our volunteer base, with a special focus on our Women Build program, and expanding volunteer engagement numbers closer to pre-COVID participation.

Service activities

- Recruit and schedule volunteers for construction, office, Habitat ReStores, deconstruction, homeowner services, The Playhouse Project, Women Build, Habitat Young Professionals (HYP), special events, and any additional volunteer opportunities that arise.
- Assist with all aspects of volunteer management including orientations, affiliate database maintenance, online volunteer management system, volunteer tracking and follow-up.
- Attend community outreach programs to promote volunteer opportunities, including events targeted at HYP, Women Build, and other specialized and skilled volunteer groups to help fill affiliate needs. Secure and manage affiliate presence at volunteer fairs.
- Work with Volunteer Services and Construction staff members to ensure successful volunteer build days – volunteer counts confirmed, workday information communicated, volunteer electronic waivers completed, volunteers are signed in properly, , orientation and safety briefings provided as needed, volunteers are engaged, and sites are maintained; member will follow all safety guidelines when on site.
- Assist with the development of written volunteer position or assignment descriptions as needed.
- Visit the build sites to observe and gain an understanding of tasks in which volunteers are asked to participate, and occasionally build alongside volunteers.
- Schedule and communicate affiliate need with assigned individual volunteers and volunteer groups.

- Maintain communication with volunteers through volunteer e-newsletters and by updating volunteer-related areas of the affiliate website and individual and team volunteer manuals with current information as needed.
- Assist in the planning and execution of the annual volunteer recognition event and other volunteer appreciation and recognition activities throughout the year.
- Assist in the collection of feedback through volunteer experience survey, analyzing the results that follow.
- Assist in the strengthening of existing and the development of new partnerships with community businesses and organizations to provide in-kind donations for volunteer appreciation activities and other volunteer services departmental needs.
- Assist with neighborhood revitalization activities, such as Rock the Block, and other community events.

Member development

AmeriCorps National members' training may not exceed 20% of their aggregate hours.

Required meetings, trainings, and events

- Onsite orientation to local host.
- First Aid/CPR.
- Habitat Learns.
- Lockton safety online courses.
- National days of service:
 - Dr. Martin Luther King, Jr Day
 - Make A Difference Day
 - AmeriCorps Week
- Weekly meeting with host site manager.
- Weekly meeting with direct supervisor, including completing a check in form each month.
- Life After AmeriCorps training.
- Ongoing position related training.
- Monthly All Staff meeting, monthly volunteer team meeting, 1 board meeting as a team, 1 homeowner orientation, 1 homeowner selection committee meeting, at least 2 wall raising ceremonies, at least 2 home dedications, and other meetings as appropriate.
- Choice of 1 safety committee meeting, 1 home maintenance class, or 1 home repair assessment or home visit.
- Quarterly staff or AmeriCorps team build days.
- Individual and/or group professional development trainings may be available based on AmeriCorps interest, host site manager/supervisor recommendation, and budget.
- Host site events, including World Habitat Day Cultural and Volunteer Recognition event, Habitat AmeriCorps Alumni build day (spring). Participation in these events will be in line with AmeriCorps program regulations/restrictions.

Experience, knowledge and skills

MINIMUM REQUIREMENTS

- AmeriCorps members must be a U.S. citizen, national or lawful permanent resident.
- AmeriCorps members must be at least 18 or older.
- AmeriCorps members must have a high school diploma or GED.
- AmeriCorps members may have recurring access to vulnerable populations and must satisfy the National Service Criminal History Check eligibility criteria.

PREFERRED QUALIFICATIONS

- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity International and AmeriCorps.
- Ability to work with a diverse group of people.
- Strong written and verbal communication skills.
- Detail oriented and highly organized.
- Experience working with volunteers, teaching or group facilitation.
- Experience working as a member of a team.
- Problem solving skills.
- Adaptable to change.
- Public speaking experience.
- Project management experience a plus.
- Leadership experience.
- Ability to work independently/self-starter.
- Basic experience with Microsoft Office Suite, especially Word and Excel.

Physical requirements

- Ability to sit at a desk and computer for extended periods of time.
- About 30% of this position requires outreach in the community, including visiting buildings and homes that may have stairs, as well as occasionally serving on project sites that may have uneven terrain.
- Ability to lift up to 25lbs repeatedly.
- Ability to stand for extended periods of time.
- Ability to handle short periods of high stress.

Service site environment

Member will primarily serve in an open-space office and will share the area with other staff or fellow members. Each member will have a desk, computer (with email and internet access) and a phone for service-related tasks. Shared resources include a printer, copy machine, fax machine as well as office supplies. Member will occasionally be engaged in community build or improvement projects, such as Rock the Block events, community clean-ups, on-site work, serving outside in various types of weather. Member will be exposed to various construction-related substances such as sawdust, paint, etc., and will be provided with appropriate safety equipment.