

Volunteer services coordinator

AmeriCorps National position description



Habitat AmeriCorps member roles define a standard set of activities that members carry out over their service year. However, the goal is to help you meet your needs and vision to increase the impact in your community. The goals, objectives and activities for the positions are standard but may be adjusted to better fit the needs of your local Habitat organization.

In some cases, it is possible for aspects of roles to be combined, where a member can serve a dual role. With any member position, if awarded, program staff will go over the position description with you and any adjustments you may make to ensure sure all activities and requirements are allowable, and all necessary sections are complete.

On your host site application, please indicate if you anticipate needing to make significant changes. **Any changes or updates to a member's position description must first be approved by your partner engagement specialist.**

Host site (local Habitat organization)	Habitat for Humanity of Gallatin Valley
Program	AmeriCorps National
Member role	Volunteer services coordination
Host site manager	Jill Ellwood
Direct supervisor	Jill Ellwood
Service week (days/times)	Monday-Friday 8am-4pm
Will member engage in any of the following?	<input type="checkbox"/> Disaster response <input checked="" type="checkbox"/> Neighborhood Revitalization <input type="checkbox"/> Veterans or military families <input type="checkbox"/> None
Will member be actively building on the construction site at least one day per week?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Goals

The volunteer services coordinator helps recruit, train, schedule and recognize volunteers while growing the volunteer base and advancing individual and group partnerships. The member assists with volunteer management, including orientation, maintenance of database, volunteer tracking and follow-up opportunities in construction, office work, ReStores, family services, special events and other needs that may arise.

Outputs

*Measurable targets must be included and should be classified **per member**. Please use the shared outputs below, inserting the appropriate number in the left-hand column or "0" if not applicable. These outputs may **not** be adjusted; the wording must remain as is for reporting purposes.*

300	Volunteers will be recruited and/or managed by the AmeriCorps member in the building, rehabilitation or repair of homes. (Repairs include A Brush with Kindness, weatherization, critical home repair.)
12	Homes will be built, rehabilitated or repaired in partnership with low-income families and individuals by the AmeriCorps member and volunteers. (Repairs include A Brush with Kindness, weatherization,

	critical home repair.)
0	Total individuals (adults and children) will be provided housing services by this AmeriCorps member.
0	Individuals affected by a disaster that are included in the total number above.
0	Individuals who are veterans, active military or their family members that are included in the total number above.

Responsibilities

- Assist with volunteer management including orientations, maintenance of database, volunteer tracking and follow up for opportunities in construction, office, ReStore, family services and special events with other needs.
- Work with construction staff to fulfill daily tasks needed to ensure successful volunteer build day – signing volunteers in, providing orientation and safety briefing, helping put away tools with volunteers at the end of the day, and ordering necessary volunteer supplies.
- Develop written volunteer position or assignment descriptions, as needed.
- Develop and implement effective recruitment messaging.
- Visit the build site to observe and gain an understanding of tasks in which volunteers are asked to participate, occasionally building alongside volunteers.
- Schedule and communicate affiliate need with all assigned individual volunteers and volunteer groups (ex. campus chapters, Care-A-Vanners, NCCC and Collegiate Challenge).
- Assist in coordination of campus chapter groups and non-construction youth group projects.
- Improve volunteer resource database through updated contact information for volunteers who can assist with specific needs.
- Maintain communication with volunteers through a monthly volunteer section in the newsletter and by updating volunteer-related areas of the affiliate website.
- Plan and execute the annual volunteer appreciation banquet.
- Develop new and revise old volunteer recognition tools.
- Devise and implement volunteer experience survey, analyzing the results that follow.
- Attend community outreach programs to promote volunteer opportunities, including events targeted at the military, veteran and senior communities. Secure and manage affiliate presence at volunteer fairs.
- Strengthening existing and developing new partnerships with community businesses and organizations to provide in-kind donations for volunteer events and services

Activities involving the ReStore and fundraising are limited to no more than 10 percent of a member’s total time.

Required meetings, trainings and events

Minimum expectations are outlined below with the understanding that further trainings may be required, as determined by the host site, Habitat for Humanity International or the Corporation for National and Community Service.

- Onsite orientation to local host.
- First Aid/CPR.
- Habitat Learns – “Foundation of Habitat” online series.
- Lockton safety online courses.
- Annual sponsored blitz build - Habitat AmeriCorps Build-a-Thon.
- National days of service:
 - Dr. Martin Luther King, Jr. Day (required).
 - September 11th National Day of Service and Remembrance and AmeriCorps Week (encouraged).
- Host site monitoring reviews and periodic check-in calls.
- Bi-weekly meeting with direct supervisor.
- Life After AmeriCorps training.
- Staff and board meetings and home dedications, as appropriate.
- Annual staff or AmeriCorps team build day.
- Individual and/or group professional development trainings may be made available based on budget, member interest and recommendation of the host site manager or direct supervisor.
- Host site events (i.e. holiday staff party, fundraisers, etc.). Participation in these events will be in line with AmeriCorps program regulations.

Experience, knowledge and skills

Required

- Valid driver’s license and ability to meet host site’s insurance requirements.
- Experience with Microsoft Office Suite, especially Word and Excel.

Preferred

- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity International and AmeriCorps.
- Experience working with volunteers, teaching or group facilitation.
- Ability to work with a diverse group of people.
- Strong written and verbal communication skills.
- Strong research skills.
- Detail oriented and highly organized.
- Experience working as a member of a larger team.

- Public speaking experience.
- Knowledge of community development practices.
- Project management experience.

Physical requirements

- Ability to sit at a desk and computer for extended periods of time.
- About 20 percent 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.

Service site environment

Describe the office space including equipment – computer, hardware, software, Internet, email access, construction tools, etc. – that will be provided for the AmeriCorps member. Please note AmeriCorps members are prohibited from serving in a home office.

Member will primarily serve in an open-space office and will share the area with other staff and 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 building projects, serving outside in various types of weather.

Will a **personal vehicle** be required? Yes No

Some travel is required for this position. Public transportation options are very limited in our community so access to a personal vehicle is required to get to and from service, as well as any required meetings and projects.

Approved service-related mileage, beyond commuting to and from service, will be reimbursed at the federal rate.

Habitat.org posting

Make lasting change in one of the most beautiful and rapidly growing areas of the country. Situated between Big Sky Resort and Bridger Ski Area, Yellowstone National Park and world class fly fishing, it is no wonder Bozeman, Montana is the fastest growing micropolitan in the US for the second year in a row. Because of this growth, affordable housing is quickly becoming the most crucial issue in the community.

Habitat for Humanity of Gallatin Valley is looking for an AmeriCorps member to play an integral role in managing our volunteer program by recruiting, managing and recognizing volunteers. You can be part of a team that has been working to increase safe and affordable housing since 1991. Join our team in building homes, communities and hope.

<https://www.habitatbozeman.org/>

“I’m in love with Montana. For other states, I have admiration, respect and even some affection. But with Montana it is love.” –John Steinbeck