Volunteer services coordinator
AmeriCorps National position description

<table>
<thead>
<tr>
<th>Host site (local Habitat organization)</th>
<th>Pensacola Habitat for Humanity</th>
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</thead>
<tbody>
<tr>
<td>Program</td>
<td>AmeriCorps National</td>
</tr>
<tr>
<td>Member role</td>
<td>Volunteer services coordination</td>
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<tr>
<td>Host site manager</td>
<td>Steve Barnett</td>
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<tr>
<td>Direct supervisor</td>
<td>Crystal Scott</td>
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<td>Service week (days/times)</td>
<td>8am – 4pm Monday – Friday with occasional evenings or Saturdays</td>
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Will member engage in any of the following? [☐] Disaster response  [☐] Neighborhood Revitalization  [☒] Veterans or military families  [☒] None

Will member be actively building on the construction site at least one day per week? [☐] Yes  [☒] 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, deconstruction, family services, special events and other needs that may arise. The member will also focus on specific impact areas, such as neighborhood revitalization, disaster recovery, veteran outreach, etc.

Outputs

| 2000 | 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.) |
| 0    | 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, deconstruction, 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. crew leaders, campus chapters, 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 e-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 Collegiate Challenge, volunteer picnic and other volunteer services.

Activities involving the ReStore and fundraising are limited to no more than 10 percent of a member’s total time. Please consult with your partner engagement specialist if you have questions about allowable activities.

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:
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.
- 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 with volunteers, teaching or group facilitation.
- Experience working as a member of a larger team.
- A second language is highly desirable, with preferred language being (language).
- 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 30 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

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 community clean-ups, 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 limited in our community so access to a personal vehicle is required to get to and from service, as well as any required meetings. Approved service-related mileage, beyond commuting to and from service, will be reimbursed per the affiliate’s policy.

An affiliate-owned vehicle is available for member to use for service-related meetings and community outreach.

Habitat.org posting

Come serve, learn, lead, and explore in Northwest Florida! Located in the panhandle of the Sunshine State, Pensacola has some of the world’s most beautiful beaches. Our AmeriCorps members play an integral role in providing leadership on our project sites, engaging volunteers to become champions for our mission, and creating new tools and systems to build capacity. AmeriCorps members lead and work alongside over 4,000 community volunteers throughout their service year building affordable homes for families in our community. They are given coaching and insight with their own professional development while contributing to the positive good of the local community.

In addition to a living stipend of up to $13,992 and a $5,920 education award, Pensacola Habitat provides rent-free housing near our office for members (a security deposit of $100 is required, utilities paid for by member, house is for AmeriCorps member only, no pets). [www.pensacolahabitat.org](http://www.pensacolahabitat.org)