

AmeriCorps National position description

Volunteer Services Coordinator



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| Local Habitat organization | Pensacola Habitat for Humanity |
| Host site manager | Laura Vermilliano |
| Direct supervisor | Michele DuMond |
| Length of term of service | <input checked="" type="checkbox"/> Full time for 10 ½ months <input type="checkbox"/> Full time for six months <input type="checkbox"/> Part time for 10 ½ months |
| Service week (days/times) | Monday – Friday; 8AM – 4PM with occasional evenings or weekends |
| Is a personal vehicle required for service? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Will member be actively building on the construction site at least one day per week? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Pursuant to current Habitat for Humanity policy, this position requires full vaccination against COVID-19, except to the extent such requirement is prohibited by applicable law. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

Volunteer Services Coordinator

The volunteer services coordinator helps recruit, train, schedule and recognize local 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 as they arise.

Service activities

- Recruit and schedule volunteers for construction, office, Habitat ReStore, deconstruction, family services and special events opportunities.
- Assist with all aspects of volunteer management including orientations, maintenance of database, volunteer tracking and follow-up.
- Work with construction staff members to ensure successful volunteer build days – signing volunteers in, providing orientation and safety briefings, helping put away tools with volunteers at the end of the day and ordering necessary volunteer supplies.
- Develop and/or revise volunteer recruitment, management, and recognition tools.

AmeriCorps members may not perform prohibited activities as outlined in [45 CFR §2520.65](#) nor may they supplement, duplicate, or displace staff members in place at the host site.

Member development

Minimum expectations are outlined in the member development guidance, which will be available during the interview process, with the understanding that further trainings may be required, as determined by the host site, Habitat for Humanity International or our federal funder. AmeriCorps National members' training may not exceed 20% of their aggregate hours.

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.

OUR IDEAL CANDIDATE HAS:

- Knowledge of and willingness to promote the mission and activities of Habitat for Humanity International and AmeriCorps.
- The ability to work with a diverse group of people.
- Strong written and verbal communication skills.
- Attention to detail and is highly organized.
- Experience working with volunteers, instructing individuals, or facilitating groups.
- Experience working as a member of a team.
- Basic experience with Microsoft Office Suite, especially Word, Excel, and Teams.

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.

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.

Benefits of AmeriCorps service

- Full-time living allowance \$17,000 for approximately 10 ½ months of service.
- Part-time living allowance \$9,000 for approximately 10 ½ months of service.
- Full-time living allowance \$9,000 for approximately six months of service.
- Segal Education Award upon successful completion of service.
- Health care benefits and enrollment in Employee Assistance Plan.
- Personal and medical leave — approximately 10 days total.
- Possible forbearance or deferment of qualified student loans.
- Childcare benefits, if you qualify.
- Worker's compensation insurance.