



HFHI National Service

AmeriCorps National 2017-2018 Position Description

Affiliate/Host Site Name: Habitat for Humanity of Greater Sacramento (HFHGS)	Host Site Manager (HSM) Name: Jim Reilly
Program: AmeriCorps National Member Role: Volunteer Services Coordination	Will members engage in any of these programs? <input type="checkbox"/> Disaster Recovery <input checked="" type="checkbox"/> Neighborhood Revitalization <input type="checkbox"/> Veterans/Military Families <input type="checkbox"/> None
Service Week (days/times): Tuesday – Saturday, 7:30 AM – 4:00 PM with occasional evenings/Sundays	Direct Supervisor Name: Leah Miller, Laine Himmelman
Will this member be actively building on the construction site at least one day per week? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

Goals (*position’s goals in relation to the project as a whole, as well as the impact the project will have in the community*)

We partner with families to open doors together – whether building a house, repairing a roof, or leveraging our capabilities to provide a hand up to a neighborhood block. Our affiliate is performing at our highest level to date with over 30,000 volunteers hosted, 137 homes built or rehabilitated, and most importantly, 148 partner families served. Volunteers provide the hearts, hands and voices to complete our ambitious build schedule.

The Volunteer Services Coordinator will be performing four main functions. First, s/he will ensure there are enough volunteers and supervision from the Crew Leaders for each build day. Second, s/he will help to grow the volunteer department by establishing relationships with individual volunteers and assisting them in signing up for jobsite and ReStore volunteer slots through CERVIS, the Affiliate’s volunteer management database. As part of volunteer recruitment, the member will schedule, manage and lead Habitours as a form of orienting and engaging potential volunteers. The member will collect detailed information on who is and who is not volunteering, entering this statistical data into the Raiser’s Edge database. This helps the affiliate to cultivate relationships with volunteers, as well as apply for additional funding. Third s/he will be in charge of managing our Crew Leader program; cultivating current crew leaders, recruiting new crew leaders, and ensuring existing crew leaders engage in ongoing training and are fully equipped to lead other volunteers in all aspects of home construction. Finally, the member will be responsible for managing and training office volunteers, who assist with database management and other clerical duties.

Outputs: *Measurable targets must be included and should be targeted PER MEMBER. Please use the shared outputs below, inserting “0” if not applicable.*

- **1,000** volunteers will be recruited and/or managed by this AmeriCorps member in the building, rehabilitation, or repair of homes (repairs include A Brush With Kindness (ABWK), Weatherization, Critical Home Repair, Veteran Repair)

Responsibilities of the position

- Assist with volunteer management including orientations, maintenance of databases (CERVIS, Raiser’s Edge), volunteer tracking, and follow up for opportunities in construction, office, ReStore*, homeowner services, special events, and with other needs.
- Work with construction staff to fulfill daily tasks needed to ensure successful volunteer build day: conduct daily “HabiChats”, sign volunteers in, providing orientation and safety briefing, help to put away tools with volunteers at end of day, order necessary volunteer supplies, and help coordinate and deliver Team Build materials (lunches, refreshments, t-shirts).
- Develop written volunteer position or assignment descriptions, as needed.
- Develop and implement effective recruitment messaging.

Any changes/updates to a member’s position description must be approved by HFHI National Service.



AmeriCorps National 2017-2018 Position Description

- Visit the build site to observe and gain an understanding of tasks in which volunteers are asked to participate. Occasionally participate in building alongside volunteers.
- Schedule and communicate affiliate needs with all assigned individual volunteers and volunteer groups (ex. crew leaders, Team Build participants, and Collegiate Challenge).
- Improve “volunteer resource database” with contact information for volunteers who can assist with certain needs.
- Maintain communications with volunteers through a monthly volunteer eNewsletter and by updating Volunteer portions of affiliate website with current information.
- Assist in planning and executing the annual Hammy Awards Volunteer Appreciation Banquet.
- Develop new and revise old volunteer recognition tools.
- Devise and implement volunteer experience survey. Analyze results.
- Assist in providing volunteer content and photos on social media feeds (Twitter, Facebook, Instagram)
- Continue existing and develop new partnerships with community businesses and organizations to provide in-kind donations for collegiate challenge, volunteer picnic and other volunteer services.*
- Attend community outreach programs to promote volunteer opportunities, including events targeted at the military and veteran communities and senior community. Secure and manage affiliate presence at volunteer fairs.
- Initiate and guide focus groups to improve existing volunteer engagement programs.

** Note activities involving the ReStore and fundraising are limited to no more than 10% of a member’s total time. Please consult with your HFHI program 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 HFHI, CNCS or the Host Site.*

- On Site Orientation to local host site
- First Aid/CPR
- HabitatLearns “Foundations of Habitat” series
- Lockton Safety Courses
- National Service Leadership Conference (Fall)
- Build-a-Thon (Spring)
- National Days of Service (MLK Day required, 9/11 Day of Remembrance and AmeriCorps Week encouraged)
- HFHI Host Site Monitoring Reviews and periodic check-in calls
- Monthly meeting with HSM (minimum)
- Bi-weekly meeting with direct supervisor (minimum)
- Life After AmeriCorps training (LAFTA)
- HabitTours, Staff meetings, Board meetings and home dedications, as appropriate
- Annual staff/AmeriCorps team build day
- Individual and/or group professional development trainings may be available based on AmeriCorps interest, HSM/supervisor recommendation and budget
- Host Site Events, including Annual Fundraiser (April); Hammy’s (January); Team Builds, and Third Party Events. Participation in these events will be in line with AmeriCorps program regulations/restrictions.

Education/Experience/Knowledge/Skills required for this position

Required:

- Valid Driver’s License and ability to meet host site’s insurance requirements.
- Microsoft Office Suite (especially Word/Excel)

Preferred:

Any changes/updates to a member’s position description must be approved by HFHI National Service.



AmeriCorps National 2017-2018 Position Description

- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity and AmeriCorps
- Knowledge of basic social media platforms
- Experience and comfort working with databases
- Ability to work with a diverse group of people
- Detail oriented and highly organized
- Strong written and verbal communication skills
- Public speaking experience preferred
- Experience working with volunteers or teaching/group facilitation experience preferred
- Experience working as a member of a team is helpful
- Project management experience preferred
- A second language is highly desirable, with preferred languages being Russian, Hmong, Spanish or Arabic.

Physical requirements for this position

- Ability to sit at a desk and computer for extended periods of time
- About 20% of this position requires outreach in the community, including visiting buildings and homes that may have stairs
- Ability to maneuver on a construction site (over dirt, rocks, piles of materials, etc) in order to sign in and greet volunteers
- Ability to work in varying weather conditions – sites are often not heated during winter and not air-conditioned during summer. While the position is primarily in the office, member will be on site regularly to greet volunteers.
- Ability to speak to a crowd of 30 or more without a microphone

Service Site Environment - Please describe type of office space, computer and communication equipment, internet and email access, construction tools, etc. that will be provided for the AmeriCorps member(s). Please note AmeriCorps members are prohibited from serving in a home office:

Member will primarily serve in a cubicle and will share space with other staff and/or AmeriCorps 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. On volunteer days, member will be on the active construction site to greet and sign in volunteers.

Personal vehicle required? No Yes - If yes, please provide explanation detailing necessary usage of vehicle. If member will be using a company vehicle, please also include in the details:

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.

Habitat.org posting blurb: Include a description of your site that can be used when posting on Habitat.org. Include city, state, selling points of your site and the geographical area, additional benefits you offer (ex. housing, transit voucher, etc.), what the member will get out of serving a year with your site (skills, etc.), and your website.

Serve the community of the diverse Sacramento, California area with Habitat for Humanity of Greater Sacramento. Our AmeriCorps are valued members of our Habitat family who work to build strength, stability and self-reliance through shelter for local families in need of a place to call home. Utilize and improve your leadership and public speaking skills, interact with people from other cultures and colorful histories. Network with service minded people like yourself from the neighborhood and business communities. You may have the opportunity to support the building of a house from the dirt

Any changes/updates to a member's position description must be approved by HFHI National Service.



AmeriCorps National 2017-2018 Position Description

to the roof. You may also have the opportunity to support the revitalization of a Veteran's home so that they might safely age in place. The Sacramento area has a cost of living that is more affordable than the more well-known San Francisco and Silicon Valley - Bay Area. The area is 2 hours from San Francisco city-life, or snowboarding at Lake Tahoe or wine tasting in Napa. You can make Mount Shasta and Lassen a beautiful weekend trip. Sacramento is the State Capitol and a historical area from the days even prior to the Gold Rush. You can pan for gold in our rivers or hike and bike ride in historic and gorgeous Auburn National Park. Sacramento has daily Farmers' Markets, a booming beer brewing culture and is the center of a Farm to Fork movement. The urban areas are walking and biking friendly. Sacramento offers a 3 bedroom house to AmeriCorps members for \$100 a month with a \$150 security deposit. The house is conveniently located to the Downtown and Mid-town areas which are accessible by walking or biking. Weekly food, hygiene and miscellaneous products are donated by Costco and made available first to our AmeriCorp. And you'll get free Habitat T-shirts! Sacramento celebrates our finished houses with a House Dedication Event, when we turn the keys over to the new homeowner, which has been attended by City Mayors and Councilmen. Our volunteers have returned for the house dedication and proudly tell their spouses, "I installed that kitchen tile, right there!" Visit our website:

<http://habitatgreatersac.org/>