



Volunteer Services Coordinator

AmeriCorps is the federal agency connecting individuals and organizations to tackle the nation's most pressing challenges. In partnership with local Habitat organizations, Habitat places AmeriCorps members to serve in a variety of roles to increase Habitat's ability to build homes, engage communities, build capacity and increase productivity.

AmeriCorps members are not paid employees of Habitat. Members give a year of service in exchange for benefits like money for education, experience that is valuable on a resume, and skills, and receive a living stipend. Learn more [here](#).

Goals

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

- Typically serve Monday through Friday to support work on the build site.
- 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, use and/or revise volunteer recruitment, management and recognition tools.

Experience, knowledge and skills

MINIMUM REQUIREMENTS

- Must be a U.S. citizen, national or lawful permanent resident.
- Must be at least 18 or older.
- 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.
- Experience working with client relationship management software.
- 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.
- 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.

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.

Local Habitat organization	Greater Jackson Habitat for Humanity
Host site manager	Wendy Clow
Direct supervisor	Wendy Clow
Length of term of service	<input checked="" type="checkbox"/> Full time for 10 ½ months <input type="checkbox"/> Part time for 10 ½ months
Service week (days/times)	Monday – Friday, 8:30 am – 5:00 pm with occasional Saturdays
Is a personal vehicle required for service?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No