



CENTRAL DELAWARE HABITAT FOR HUMANITY

AMERICORPS VOLUNTEER COORDINATOR POSITION DESCRIPTION

OVERVIEW: Join us for a year of service in Dover, Delaware. AmeriCorps is a national service program where individuals serve a one year term and have the ability to get hands-on experience and directly impact the community.

ORGANIZATION: Reports to ReStore Manager and Construction Supervisor

QUALIFICATIONS: A desire to serve the mission and goals of Habitat for Humanity, making positive changes in the lives of our partner families. Experience: Prior volunteer and event coordination is a plus. Experience leading volunteers, as well as personal experience as a volunteer is preferred. Experience and proficiency with social media. Excellent written and verbal communication skills.

Skills:

- A strong desire to serve. Ability to give of oneself. Desire and ability to promote the mission of Habitat.
- Energy and enthusiasm; ability to problem-solve, take initiative, and work with minimum supervision.
- Possession of a current driver's license in good standing.
- Excellent people, organization and management skills.
- Strong communication skills - both public speaking and written communication.
- Ability to inspire, train, motivate, challenge, and supervise volunteers of all skill levels.
- Ability to handle multiple projects simultaneously.
- Proficiency in Microsoft Office (especially: Word, Excel, and Power Point); proficiency with email and internet use.

SCOPE:

▪ Increase capacity to serve more families annually throughout the organization by recruiting and coordinating volunteers at all aspects of the organization which includes the ReStore. This position is Tuesday - Saturday.

PRIMARY RESPONSIBILITIES:

- Serve as the primary coordinator for all CDHFH volunteers including the ReStore which entails:
 - Plan and implement the annual volunteer/community recognition event.
 - Host public monthly volunteer orientations.
 - Collaborate with CDHFH staff to develop a menu of volunteer opportunities in construction, non-construction, and special events with the goal of extending affiliate capacity.

- Recruit volunteers throughout Kent County.
- Develop safety training program for volunteers.
- Development a retention program for volunteers.
- Create volunteer-centered communications process, including create and revise volunteer materials, and provide volunteer updates for website, e-newsletters, social media and other publications as needed.
- Maintain volunteer records, statistics, and the Keystone volunteer database
- Coordinate groups through Collegiate Challenge program.
- Provide volunteer orientations for volunteers in the ReStore.
- Recruit volunteers for all special events such as Firefly, NASCAR and Habitat events.
- Recruit volunteers for every construction day

AmeriCorps Responsibilities

- a. Attend State and Delaware Habitat for Humanity Training and Orientation programs. Training and events include but are not limited to the events on the Delaware National Service Event an Training Calendar
- b. Attend training and events provided by the Delaware Habitat for Humanity AmeriCorps program.
- c. Prepare and provide monthly reports to the Programs Manager on AmeriCorps service.

Benefits of serving with AmeriCorps at CDHFH:

- Living allowance for the service year is \$13,000
- Health Insurance
- Education award is available to qualified members
- Low-Cost Group Housing
- Service year is September 1, 2017 - August 31, 2018

To learn more about AmeriCorps visit www.americorps.gov.

To Apply:

Please send a cover letter and resume to jtice@centraldelawarehabitat.org or mail to CDHFH, 544 Webbs Lane, Dover, DE 19904.