

## CENTRAL DELAWARE HABITAT FOR HUMANITY

### AMERICORPS CONSTRUCTION & VOLUNTEER COORDINATOR POSITION DESCRIPTION

**OVERVIEW:** Join us for a year of service in Delaware. AmeriCorps is a national service program that provides a living allowance and scholarship opportunities to service minded individuals.

**ORGANIZATION:** Reports to Executive Director & Construction Site Supervisor

**QUALIFICATIONS:** Experience: Prior volunteer coordination, and construction experience not absolutely necessary but very helpful. Experience leading volunteers, as well as personal experience as a volunteer, a plus. Bachelor's degree or equivalent professional experience desired.

Skills:

- Ability to perform physical work, which will include standing for long periods of time, working at heights up to 30 feet, and working outside in inclement weather.
- Ability to lift at least 50 lbs.
- Willingness to become familiar with building code requirements.
- Desire to learn, practice and teach construction and safety techniques.
- 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.
- Ability to work with a minimum of supervision - self-motivated & confident.
- Proficiency in Microsoft Office (especially: Word, Excel, and Power Point); proficiency with email and internet use.
- Desire and ability to promote the mission of Habitat.

**SCOPE:**

▪ Increase capacity to serve more families annually throughout the organization by recruiting and coordinating volunteers at all aspects of the organization, and assisting throughout all stages of construction including permits, quotes, on-site crew leadership, energy efficiency certification, etc. This position is Tuesday - Saturday.

**PRIMARY RESPONSIBILITIES:**

**Volunteer Coordinator:**

- Serve as the primary coordinator for all CDHFH volunteers except the ReStore
  - Coordinate the annual volunteer/community recognition event

- 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.
- Determine best practices in volunteer identification, recruitment, engagement, satisfaction, and retention.
- 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
- Develop a Collegiate Challenge program

**A Brush with Kindness: (Owner-occupied repair program)**

- Oversee the entire program as it relates to construction which involves assessing qualified projects, recruiting volunteers, developing material lists, and completing the project.

**Construction Coordinator:**

- Work on the construction site every Saturday as a crew leader under the supervision of the site supervisor and throughout the week as needed.
- Maintain our energy efficiency certification on all new homes and train staff/volunteers as necessary
- Solicit bids from local contractors for construction utilizing our bidding process.
- Track and take an inventory of all CDHFH tools and materials in CDHFH tool trailers and warehouse
- Work with Site Supervisors to fulfill weekly construction goals; provide support to meet the desired build schedule
- Assist in the permit process which includes filing for the permit in the appropriate municipality and revising floor plans
- Create a welcoming, inclusive environment for volunteers and partner family members on the construction site
- Maintain a safe and secure work site
- Develop a Construction 101 class for future Habitat homeowners

**Benefits of serving with AmeriCorps at CDHFH:**

- Living allowance and education award is available to qualified members
- Housing available on a first-come, first served basis
- Service year is August 1, 2014 - July 31, 2015

To learn more about AmeriCorps visit [www.americorps.gov](http://www.americorps.gov).

**To Apply:**

Please send a cover letter and resume to [info@centraldelawarehabitat.org](mailto:info@centraldelawarehabitat.org) or mail to CDHFH, 544 Webbs Lane, Dover, DE 19904. You may also apply through the AmeriCorps website [www.americorps.gov](http://www.americorps.gov).