



## VOLUNTEER COORDINATOR

### A Professional Leadership Opportunity

Sussex County Habitat for Humanity, Georgetown, Delaware

#### The AmeriCorps Position:

Sussex County Habitat for Humanity seeks to enlist an AmeriCorps member to serve a one-year term as the **Volunteer Coordinator** based in Georgetown, Delaware. The term may be renewable. Reporting to the Programs Director, this AmeriCorps member helps promote the Habitat for Humanity mission in Sussex County. Responsibilities include recruiting, managing, recognizing Habitat volunteers in all functions of the organization, including construction, ReStore, family empowerment, committees, and more.

#### Sussex County Habitat for Humanity:

*Homeownership* is Habitat's solution to the Sussex County housing crisis. We provide opportunities for low-income families to purchase a home or repair the home they currently own. Annually, Sussex County Habitat repairs 30 or more homes and builds or rehabs 15 to 17 homes, a notable level of productivity for a regional Habitat affiliate. Founded in 1991 as a Christian Housing ministry, Sussex County Habitat has built, rehabbed or repaired hundreds of homes throughout the county.

To fulfill this mission, Sussex County Habitat engages in:

- Family empowerment
- Home construction
- Neighborhood revitalization
- Volunteer engagement
- Resource Development

These programs strengthen people, stabilize families, instill self-reliance and impact whole neighborhoods and communities. AmeriCorps members serve in many capacities across these program areas.

#### Opportunities:

Sussex County Habitat for Humanity has a clear mission, a highly respected reputation in the region, and a distinguished brand as part of the Habitat for Humanity International organization. The Sussex County affiliate is properly governed by a board of directors, effectively led by an executive director, and productively managed by a team of program directors all of whom are committed to promoting a collaborative, fulfilling work environment. The AmeriCorps member will have opportunities to learn about and participate in:

- Operational planning
- Not-for-profit service and management
- Community development
- Government relations and public policy
- Community/Neighborhood research
- Event organization, promotion, and management
- Volunteer recruitment and guidance
- Constituency cultivation
- Public relations including media relations
- Communications to a diverse array of audiences and stakeholders
- Marketing for results
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## Primary Responsibilities

- *Recruitment*
  - Work with staff and committees to identify and define the organization's need for volunteers.
  - Regularly utilize broadcast emails, partner organizations, and other avenues to advertise volunteer needs.
  - Respond to requests for public speaking at community organizations and churches; cultivate new outreach opportunities.
  - Ensure that all volunteers receive proper orientation, either on an individual or group basis.
  - Conduct an interview and placement process for key volunteers.
  - Administer and update volunteer tracking/placement procedures.
  - Ensure each group has positive welcome, training, site information, welcome on site, water, first aid, and appropriate volunteer supplies
  - Administer Collegiate Challenge Program, providing resources for housing, registration, work site experience, feedback
  - Administer Summer Group program providing resources for housing, registration, worksite experience, feedback
- *Sustainability*
  - Work with construction staff and AmeriCorps to be sure manual, procedures, are updated to assure each group and volunteer has a positive experience
  - Train volunteers to carry out organizational procedures.
- Additional AmeriCorps Requirements
  - Attend State and Delaware Habitat for Humanity Training and Orientation programs and events.
  - The training and events include but are not limited to the events on the Delaware National Service Event an Training Calendar
  - Training and events include training and team build events provided by the Delaware Habitat for Humanity AmeriCorps program.
  - Preparing and providing monthly reports to the Programs Manager on AmeriCorps service.

## Qualifications

- Desire to serve and lead others in service opportunities is paramount.
- Volunteer coordination experience a plus.
- Personal experience as a volunteer also helpful.
- Bachelor's degree or equivalent professional experience required.
- Excellent people, organization and management skills.
- Strong communication skills – both public speaking and written communication.
- Ability to inspire, train, motivate, challenge, and supervise volunteers.
- Ability to work well with people from all backgrounds with varying degrees of experience.
- Ability to listen to volunteers and address their needs within the scope of the organization.
- Ability to handle multiple projects simultaneously.
- Ability to work with a minimum of supervision – self-motivated and confident.
- Proficiency in Microsoft Office (especially: Word, Excel, and Power Point); proficiency with email and internet use.
- Ability to learn and use Habitat's database system.
- Desire and ability to promote the mission of Habitat.

## Compensation and Benefits:

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| ● Living allowance                               | ● Health insurance         |
| ● Education award available to qualified members | ● Low-cost, group housing  |
|  | ● Professional Development |