



## 2010-11 AmeriCorps Position Description

Please complete the following form for each distinct AmeriCorps position you are applying for.  
 If you are applying for multiple members in the same position, however, only complete one position description.  
 (Please note: It is not permissible to submit one position description applicable to both VISTA and National members.)

Affiliate/Host Site Name: *Habitat for Humanity of Greater Los Angeles*  
 Coordinator

AmeriCorps Member(s) Title: *Volunteer*

Choose one:  VISTA  National

# of members serving in this position: *1*

Reports Directly to: *Volunteer Manager*  
 Services/Development

Affiliate/Host Site Department (if applicable): *Volunteer*

Service Week (days/hours): *Tuesday - Saturday 9:00am - 6:00 pm or 7:30 - 3:30 as needed.*

**Required Meetings/Trainings** (Please do not include the required trainings and meetings from HFHI and CNCS. Trainings and/or meetings listed should be relevant to the local host site in supporting the members' service efforts and sustaining the proposed project.):

- *Pre-Service Orientation*
- *National Service Leadership Conference (Fall 2010)*
- *Build-a-Thon (Spring 2011)*
- *Two day orientation*
- *Two week on-boarding training*
- *Volunteer Services and Development Department meetings as needed*
- *All staff meetings*
- *Monthly AmeriCorps Meetings*
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**Position Objective or Goal:** *To assist Habitat for Humanity of Greater Los Angeles (HFH GLA) with the coordination, recruitment, retention and recognition of individual volunteers. To also assist in ensuring that the volunteer experience is mutually positive and valuable for each volunteer and for Habitat for Humanity..*

List the specific duties and responsibilities for this position:

- *Work in administrative offices Tuesday – Friday and on the construction site on Saturday.*
- *Coordinate volunteer recognition activities (annual event, annual mailing for National Volunteer Week, monthly thank you post cards, special name tags, etc.)*
- *Schedule all individual Habitat volunteers (Construction, Home Store, Office, etc.).*
- *Recruit and schedule volunteers for special events for all departments.*
- *Ensure all volunteers register, fill out appropriate forms and receive.*
- *Schedule and conduct monthly volunteer orientations.*
- *Respond to phone and email volunteer inquiries.*
- *Maintain Raisers Edge volunteer database.*
- *Maintain proper volunteer files*
- *Assist in updating content on the volunteer web pages.*
- *Administer volunteer surveys and evaluations.*
- *Make presentations and attend events in the community to represent HFH GLA as needed.*
- *Ensure volunteers are appropriately utilized and engaged in meaningful activities to enhance their experience.*
- *Ensure volunteers use appropriate safety equipment and practice safety procedures onsite.*
- *Assist Site Supervisor in leading crews of unskilled volunteers in completion of construction tasks onsite (Saturdays.)*
- *Assist in maintaining a positive, professional, safe, and harassment free work environment.*



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- *Serve as ambassador for Habitat for Humanity of Greater Los Angeles on the worksite and in the community.*
- *Perform any other reasonable function as directed by the Volunteer Manager to the extent that it is not in conflict with the primary position responsibilities.*

### **Education, Experience, Knowledge & Skills Required:**

*Excellent written and interpersonal communication skills.*

*Experience in Volunteer Coordination a plus*

*Organized and ability to manage details efficiently and effectively.*

*Computer proficient, including MS Office.*

*Flexibility, patience, tolerance and willingness to learn new construction and non-construction related skills.*

*Experience in management and motivation of volunteers a plus.*

*Some basic experience in practical warehousing and retail merchandising a plus.*

*A basic understanding of Habitat for Humanity and commitment to the mission of the organization..*



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**Physical Requirements to Perform Duties:** *Lifting and climbing are required for many organizing, planning and construction related tasks, however, no extraordinary physical effort is required.*

Describe the working environment that will be provided for the AmeriCorps member. Include type of office space, computer and communication equipment, internet and email access, construction tools, etc. that will be provided. (AmeriCorps members are prohibited from serving in a home office.): *The Volunteer Coordinator will work in the Habitat for Humanity of Greater Los Angeles offices. The workspace provided will include a desk, telephone and computer with internet and email access.*

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.): *Drive to multiple site locations and meetings.*

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Host Site Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HFHI NS Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Any changes/updates to a member's position description or VISTA Assignment Description must be approved by HFHI National Service.\*\***