



AmeriCorps, Volunteer Engagement Coordinator

Reports to: Executive Director

Position Type: AmeriCorps State volunteer serving through Habitat for Humanity of Iowa; full time, approximately 1,700 hours or 36-40 hours a week for twelve (12) months beginning in September 2022.

Position Summary: The AmeriCorps, Volunteer Engagement Coordinator will assist the Executive Director by recruiting a diverse group of volunteers willing to serve on committees and general Habitat needs such as construction projects. This member will assist with recruiting, scheduling, and recognizing volunteers to ensure a positive volunteer experience. This member will interact frequently with and work to build capacity with existing and new committee members in the course of their duties.

Expected Schedule This position is full-time. Office hours are 8:00 am – 4:00 p.m. Weekend and evening hours may be required throughout the year. We offer flexible scheduling to accommodate optimal performance. Holiday, paid time off, and vacation time do not count toward member minimum service hour requirements.

Responsibilities

- Assist Executive Director to develop volunteer recruitment strategy.
- Recruit and schedule Dubuque and Jackson County Habitat for Humanity (DJC Habitat) volunteers.
- Promoting volunteer opportunities to diverse populations, groups, businesses, and organizations.
- Assist program managers with recruiting and scheduling volunteers and sending site confirmations, reminders, and follow-up evaluations to volunteers.
- Welcome, register and orient volunteers upon arrival at Habitat sites.
- Assist with organizing and creating training opportunities for volunteers, including volunteers serving on the board and committees.
- Represent Habitat at volunteer fairs and other recruitment and awareness-raising opportunities within our community.
- Assist Executive Director with the timely collection and accurate entry of volunteer information.
- Assist Executive Director with planning and implementing regular ongoing and special event recognition for volunteers.
- Assist Executive Director with ensuring that volunteers have a quality onsite experience and are promptly thanked for their service via email, social media and other means of communication.
- Provide onsite hospitality, logistical support, and assistance to volunteers during construction and special events.

Requirements

- Basic understanding of Habitat for Humanity and a commitment to the mission.
- Ability to demonstrate strong written and oral communication skills.
- Leadership, networking, and sound decision-making skills.
- Ability to organize, prioritize and pay close attention to detail.

- Demonstrated commitment to service and community involvement.
- Flexibility to serve extended hours during special events.
- Ability to demonstrate patience and tolerance on a consistent basis.
- Self-starter with ability to serve without close supervision.
- Team player with ability to engage people of a wide variety of backgrounds and skills.
- Proficient in or able to use or learn to use office equipment such as computer, printer, phone, cellular phone, copiers, calculator, and other communication vehicles.
- Able to speak and hear to give and receive detailed information through verbal communication in person, using the telephone, and/or at community meetings.
- Valid driver's license is preferred but not required if member is able to travel about Dubuque and Jackson County service area, to underdeveloped sites, construction sites, and out-of-office meetings. The community has limited public transportation.
- Able to lift forty (40) pounds and stand on uneven surfaces for extended periods of time as required to set up for and assist with meet and greets and special events.

Benefits

- Taxable AmeriCorps full-time living allowance: \$17000 before taxes
- Education award: \$6495 contingent upon successful completion of term and member eligibility
- Health Insurance
- Member Assistance Program: mental health counselors, life coaches, financial advisors, legal assistance.
- Childcare assistance may be available
- National Student loan forbearance and accrued interest payments
- Training and professional development

This position is not expected to have regular, scheduled and anticipated recurring access to vulnerable populations through their service.

Dubuque and Jackson Counties Habitat for Humanity is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all positions in a manner that does not discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve/national guard status, or any other status or characteristic protected by law.

Member understands placement is contingent on applicable National Service Criminal History Checks such as National Sex Offender Public Website, State of Service and State of Residence Criminal History Check.

Interested applicants should submit resume and cover letter to director@habitatdjc.org.

Find more information at www.lowahabitat.org/apply-amicorps