



AMERICORPS VOLUNTEER COORDINATOR

Overview: Habitat for Humanity Chicago is a nonprofit affordable homeownership organization that partners with families and neighborhood residents to build homes and revitalize communities in Chicago with a primary focus on the Southside.

Position Summary: The AmeriCorps Volunteer Coordinator will personify our commitment to a consistent, excellent volunteer experience through our volunteer engagement and hospitality principles, ensuring we connect with, empower, and appreciate each volunteer that serves with Habitat Chicago.

Who Should Apply: You are someone who loves organization and planning. You enjoy working with people & facilitating events but understand the preparation that has to go in to make those events successful. You are a team player, focused not only on your own improvement but also the growth and development of others.

Key Responsibility: Volunteer Programs 80%

- Assist with volunteer management including orientations; build site logistics; volunteer tracking; and follow up for opportunities in construction, office, family relations and special events.
- Work with manager and construction staff to ensure consistent, excellent volunteer build day experiences through a commitment to hospitality on the build site.
- Assist with volunteer data management and individual volunteer coordination
- Recruit, schedule and coordinate workgroups (including church groups, youth groups, and student groups) and individual volunteers.

Key Responsibility: Communications 10%

- Serve on the affiliate's Communications and Stewardship Project Team, assisting with communication projects aimed at volunteers (social media, newsletter, content development, etc.), individual and group volunteer stewardship, and campaigns.

Key Responsibility: Leadership and Teamwork (10%)

As a key Programs Team member, contribute to our organizational health through enthusiastic collaboration, leadership and personal integrity.

- Maintain a "team first" outlook, supporting the success of the team and the mission in attitude, ideas, and actions; lead by example and with active, creative input for growing and improving the organization.
- Support complementary programs as needed with advice and/or by taking on defined responsibilities.
- Contribute to organization events, helping as necessary with set up/take down, management, networking, various tasks, etc.
- Contribute to organization communication/marketing strategies as needed.
- Engage with all members of team, program participants, and core volunteers.

Qualifications



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Required Knowledge, Skills & Abilities

- Communication abilities for varied situations (e.g. public speaking, coaching, listening, interpreting, advocating, negotiating, etc.)
- Organization, attention to detail, ability to work independently with minimum supervision
- Patience, understanding, and flexibility
- Confidentiality with sensitive information
- High level of computer literacy, including competence with Microsoft Office and familiarity with Constituent Relationship Management databases (Salesforce preferred)
- Personal vehicle or access to transportation to arrive at Habitat office required.
- Commitment to problem solving, continuous improvement, curiosity and personal development

Education and Experience

- G.E.D. equivalent or high school diploma required
- Experience working with volunteer preferred

Successful Habitat team members share the following characteristics:

- **Trust:** You invest in your fellow team members and you do what you say you will do. You thrive on constructive feedback and have a high level of integrity.
- **Commitment:** You have a "go above and beyond" attitude; nobody here works just for a paycheck.
- **Engagement:** You embrace bringing people to the Habitat mission.
- **Innovation:** You are a creative problem solver who works across teams.
- **Curiosity:** You express curiosity and reserve judgment.
- **Achievement:** You love results and hate excuses. You will help Habitat Chicago grow to be a leading organization.

Position Details

Reports To: Volunteer Programs Manager

Supervises: N/A

Hours: Full-time. Typical office hours are 8am-4pm. Some weekend and evening work is required, depending on program and event needs, and adjusting schedules as needed to balance hours is encouraged. Start September 2020, end late July 2021 (1700 hours, 11 month commitment)

Environment: The Habitat Chicago office is located at Cermak Rd. and Carpenter St. in Chicago. It is accessible by car or by public transit. This position will have a desk, computer, and phone line in an open office environment.

Conditions: Must be able to lift 25 pounds and work at a computer for long periods of time.

Compensation: AmeriCorps members will receive a monthly living stipend, health plan benefits, worker's compensation, and loan deferral. Habitat Chicago provides an additional \$250 stipend for



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food and transportation in the form of a CTA pass, gas gift card or grocery gift card. Members receive an education award at the completion of their term of service (1700 hours).

FLSA Status: This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). It does not earn overtime or compensatory time for additional time worked.

Training: The position will begin with an onboarding period to become familiar with the organization's work and policies; s/he will be trained on the specifics of the role through a combination of in-person, online and written trainings and will be expected to take the initiative to review materials as needed and seek understanding of new developments in order to perform her/his responsibilities.

To Apply: Please submit a cover letter and resume to katie.clendenning@habitatchicago.org with "AmeriCorps Volunteer Coordinator – Your Name" in the subject line by 8/15/2020. Only successful applicants will be contacted and interviews will take place on a rolling basis. No phone calls, please.

Habitat for Humanity Chicago is an equal opportunity employer. This organization does not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law.