



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 KCMO*

AmeriCorps Member(s) Title: *Family Services Assistant*

Choose one: VISTA National

of members serving in this position: *1*

Reports Directly to: *Family Services Director*
Services

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

Service Week (days/hours): *Tues - Sat. 40 hours per week, some evenings as needed. Occassionally we host an event on Sunday.*

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(AC*VISTA only)*
- *National Service Leadership Conference (Fall 2010)*
- *Build-a-Thon (Spring 2011)*
- *First Aid/CPR Training*
- *Weekly staff meeting*
- *Bi-weekly meeting with site coordinator*
- *Affiliate meetings/trainings as they arise.*
- *Homeownership meetings*

Position Objective or Goal: *Assist with the recruitment of family partners and management of the family services programs.*

List the specific duties and responsibilities for this position:

- *All duties will be done in partnership with the Family Services Director*
- *Assist in the execution of all aspects of family services from recruitment to application to dedication ceremonies.*
- *Faciliate regular contact with family partners (cards, newsletter, flyers, event invitations, etc.)*
- *Encourage opportunities for ongoing participation of family partners*
- *Provide referral resources to family partners*
- *Assist in recruiting new partner families.*
- *Attend community events as assigned by Family Services Director.*
- *Assist in tracking sweat equity hours, leading homeowner education classes, homeowner application sessions, etc.*
- *Manage food pantry program in partnership with Harvesters Food Bank.*
- *Provide staff support to Family Services Committee.*
- *Develop programs to encourage homeowner self sufficiency, home maintenance, financial management and community involvement.*

Education, Experience, Knowledge & Skills Required: *Must have a clear desire to work with low-income communities.*

Enthusiasm for people/volunteering and the mission of Habitat for Humanity.

Ability to work with diverse groups of people. Friendly, flexible and enthusiastic.

Ability to communicate clearly in writing and oral presentations .Interpersonal/Relationship building skills

Basic computer skills (Word, Outlook, Excel are helpful). Public speaking skills helpful / able to speak to groups of people.

*Basic knowledge of AmeriCorps *National program, regulations and benefits.*

Good planning and organization skills. Multi-tasking. Previous experience with low-income families is desirable.

Experience working/volunteering with community based non-profit organizations is helpful.



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Physical Requirements to Perform Duties: *Minimal - ability to work in an office environment, using computer, telephone and basic office equipment. Able to sit for hours at a time in various meetings. Some moderate lifting of office supplies, food donations, etc.*

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.): *Small office/family atmosphere with shared office space. Member will have access their own office space with computer, internet, email access and phone. Will be given their own email address. Members are given 2 affiliate t-shirts. Members will receive a mail slot with the other staff members. Member will have access to our kitchen/break area.*

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.): *Member will need to travel within the affiliate service area for homeowner visits, meetings and events.*

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.****