



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: *Volunteer Assistant*

Choose one: VISTA National

of members serving in this position: *1*

Reports Directly to: *Volunteer Services Director*
Services

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

Service Week (days/hours): *Tues-Sat 7:30am-4:00pm, 35-40 hrs/week. Some evenings. Occassionally we host an event on a 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*
 - *Monthly volunteer committee meeting*
- *Bi-weekly meeting with Site Coordinator*
- *Affiliate meetings and trainings as they arise*
- *VMI training (if offered through NP Connect*
- *HYP meetings (Habitat Young Professionals))*

Position Objective or Goal: *To assist with all aspects of Habitat Kansas City's volunteer program, including recruiting, scheduling, retaining, rewarding and communicating with volunteers.*

List the specific duties and responsibilities for this position:

- *Process volunteer applications and waiver forms on an ongoing basis, entry and maintenance of volunteer data.*
- *Follow up with volunteer email inquiries and phone calls.*
- *Orientation session for new volunteers (includes some evening sessions))*
- *Assist Volunteer Director with recruiting/scheduling and coordinating individual volunteers and volunteer groups.*
- *Greeting/checking in volunteers/gathering required paperwork and other sign-in activities (may be at the office or onsite)*
- *Visit build sites to check on/encourage volunteers. Deliver snacks, etc.*
- *Assist Volunteer Director in planning and carrying out volunteer appreciation events*
- *Assist Volunteer Director in volunteer follow up (evaluations, thank you cards, emails,pictures, etc.)*
- *Assist Volunteer Director in maintaing volunteer files/documents/pictures on our microsoft exchange server folders.*
- **Coordinate HYP meetings and events**
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Education, Experience, Knowledge & Skills Required: *Enthusiasm for people/volunteering/& the mission of Habitat for Humanity. Good communication skills; Interpersonal skills/Relationship building skills*

Basic computer skills (Word, Outlook, Excel are helpful)

Public speaking/able to speak in front of groups of people

Multi-tasking; Phone skills; Ability to work with a diverse range of people from a variety of backgrounds

Prefer experience with Habitat and/or experience volunteering with non-profit organization

High school diploma or equivalent required, college experience preferred.



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Physical Requirements to Perform Duties: *Minimal - able to lift 25 lbs. Position is mostly office work, able to sit for long periods. Must be able to walk around construction site and speak with volunteers and construction staff during the day.*

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 to work sites, 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.****