

AmeriCorps Member – Volunteer Coordinator

Living Allowance: \$14,500

Start Date: Tuesday, September 3, 2019

Education Award: \$6,095 (approximately)

End Date: Friday, August 14, 2020

Reports to: Volunteer and Constituent
Relations Manager

Schedule: Monday-Friday
(with occasional Saturday)

additional benefits

In addition to the living allowance and Segal Education Award, members receive a \$35/month cell phone allowance, \$200 boot and tool allowance, health insurance, and may have access to childcare reimbursement and an affordable housing option (\$200/month). Additionally, members receive extensive training and professional development opportunities.

position summary

Provide support to volunteers through recruitment, orientation, scheduling, and placement and coordinating recognition activities while assisting the formation of individual volunteer programs and services.

essential responsibilities

- Serve as primary contact and relationship manager for individuals not affiliated with organized volunteer group
 - Recruit, orient and schedule individual volunteers
 - Participate in volunteer outreach events at various community locations
 - Publicize, organize and conduct orientations for new volunteers
 - Orient volunteers unable to attend scheduled orientations, as time permits
 - Schedule volunteers for on-site opportunities and maintain online scheduling system
 - Match potential volunteers with positions
 - Follow up with volunteers to ensure placement satisfaction
 - Build relationships with volunteers and strategize ways to strengthen them, including attendance at home dedications as time permits
- Program research and support
 - Help develop methodology to both measure volunteer metrics and set goals
 - Compile statistics on the volunteer program
 - Provide staff assistance creating volunteer positions and descriptions
 - Maintain up to date list of volunteer position openings and priorities
 - Provide initial response and vetting to all group volunteer inquires via HubSpot
- Support and participate in special events
 - Coordinate several aspects of volunteer recognition efforts, including any events, the mailing list, and individual recognition gifts
 - Coordinate activities for Volunteer Recognition Week, including production by volunteers of fresh cookies for delivery to active construction sites
 - Coordinate and supervise volunteers for special volunteer opportunities
- Maintain the volunteer database and records
 - Utilize VolunteerHub for volunteer recruitment, scheduling, and tracking
 - Enter and update volunteer information into Raiser's Edge
 - Supervise volunteers maintaining the volunteer databases
 - Generate Raiser's Edge and VolunteerHub queries for mailing labels for invitation lists, committee lists, email lists, and other tracking needs
 - Maintain volunteer lists (regular crews, office volunteers, committees and other roles)
 - Coordinate data entry and filing of liability waivers

- Serve on the AmeriCorps Leadership Team
 - Provide support to the National Service Programs Manager by helping to plan and implement activities including: orientation, mentorship program, training and development workshops, team meetings, service projects, and civic engagement trips
- Participate in AmeriCorps activities as assigned, including scheduled service projects and assisting with project planning along with attendance at team meetings, required training and national and local sponsored events

essential qualifications

- 18 years of age or older
- A U.S. Citizen or U.S. National or a lawful permanent resident
- High school diploma or GED, bachelor's degree preferred
- Not served two terms of service within AmeriCorps already (with some exceptions)
- Successfully pass background, sex offender and FBI fingerprint checks

knowledge, skills and abilities

- Excellent interpersonal skills; able to work effectively with a variety of people and personalities; communicates clearly and effectively both orally and in writing to all levels of stakeholders inside and outside of the organization
- Ability to speak in front of groups ranging in size from 5-35 people on average
- Ability to multi-task, prioritize, manage own time and volunteer time effectively, and possesses the ability to schedule and coordinate volunteer activities
- Possess thorough, organized, detail-oriented and accurate approach to tasks.
- Ability to navigate and support a complex and ever-changing network of volunteers and supporters
- Proficient in Microsoft Office Suite, including developing and maintaining a strong skill set in Raiser's Edge, VolunteerHub and other data tracking software
- Possess basic mathematical aptitude

essential physical requirements

- Hear and speak in order to communicate with others
- Sit at a desk and use a telephone and computer for extended periods of time
- Move throughout the office, construction site or off-site location
- Independently operate a motor vehicle
- Apply manual dexterity, able to lift up to 30 pounds unassisted

service environment

Most of the task for this position is conducted indoors at a desk with some off-site tasks and periodic (9-12 times/year) exposure to dirt, dust, dampness, construction debris, possible extreme temperatures, construction noises, fumes and odors from building on or visiting residential construction sites.

affirmative action and equal opportunity employer

The Minnesota Habitat for Humanity AmeriCorps Program will take Affirmative Action to ensure that all employment practices are free of discrimination. Such employment practices include, but are not limited to, the following: recruitment, employment advertising, selection, hiring, upgrading, promotion, demotion, transfer, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training and apprenticeship opportunities. Reasonable accommodations will be made for qualified individuals with known disabilities for interviews and for service positions. The Minnesota Habitat for Humanity AmeriCorps Program strives to engage men and women from a wide variety of cultures, races, educational backgrounds, socioeconomic statuses, ages and abilities.