

SERVICE ANNOUNCEMENT
 AmeriCorps Member
 Serving at Community Homeworks

Position Description

Service Title:	Education and Volunteer Coordinator	Category:	AmeriCorps Service Member
Program Administrator:	Habitat For Humanity of Michigan	Site Supervisor:	Operations Director
Placement Location:	Community Homeworks	Travel Required:	To occasional AmeriCorps events
Stipend:	\$12,100	Position Type:	Full-time
HR Contact:	AmeriCorps Program Manager	Date posted:	8/5/14
Will Train Applicant(s):		Posting Expires:	9/19/14
External posting URL:			
Applications Accepted By:			
Fax or E-mail: (517) 485-1509 or bferrigan@habitatmichigan.org Subject Line: Attention: Bridget Ferrigan RE: CHW Education and Volunteer Coordinator		Mail: Bridget Ferrigan, AmeriCorps Program Manager Habitat for Humanity of Michigan 618 S. Creyts Rd Suite C, Lansing, MI 48917	
Job Description			
<p>Role and Responsibilities</p> <p>This is a full time AmeriCorps member position with a requirement to serve for a minimum of 1,700 hours in a one year term at Community Homeworks. The member will attend several state and local trainings hosted by Habitat for Humanity of Michigan (our National AmeriCorps Service Program partner). The member will earn a stipend of \$12,100 and may be eligible to participate in the AmeriCorps health insurance program and childcare benefits. Upon successful completion of the service year, the member will be eligible for a \$5,550 education award to pay off existing student loans or return to school.</p> <p>The member at Community Homeworks will sustain the homeowner repair and maintenance education program. The goal of the program is to teach homeowners why it is important to maintain their homes and give them the skills to do so. The program is part of a comprehensive package of programs that are designed to help low-income families meet the challenges of affordably remaining in their homes. The member will serve as community liaison for the program between Community Homeworks and current and prospective program partners, with a focus on Kalamazoo Valley Habitat for Humanity. The member serving in this capacity will:</p> <ul style="list-style-type: none"> • Coordinate, schedule, and execute workshops in home maintenance and repair for Habitat for Humanity families and the low income community. • Support existing curriculum, content, and materials; update as needed to meet the needs of attendees, partner agencies, and the community we serve. • Work with the Habitat for Humanity liaison to track and report on partner attendance. • Recruit, retain, supervise volunteers in support of the program, including workshop instructors. • Maintain accurate records and data for the program. 			

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- Assist with marketing the workshops to current and prospective eligible participants, including Habitat families.
- Assist with developing and maintaining a network of marketing, referral, and prospective program partners, including neighborhood associations and other local non-profit agencies.
- Work as part of the organizational team that provides the best, overall, comprehensive programming for the families we serve.
- Occasional driving is necessary to perform some duties.
- Other duties as assigned.

Qualifications and Education Requirements

- High school diploma required.
- Minimum of 18 year of age, US citizen or permanent resident status
- College coursework or degree in community development or education field preferred but not required

Preferred Skills

- Pass a criminal background and sex offender registry check
- Must have excellent interpersonal communications skills, both one on one and in large groups
- Proficiency with Microsoft Windows, Office and Publisher required
- Ability to work a flexible schedule (some nights and weekends will be required)
- Experience and skill in working with people of diverse backgrounds
- Excellent writing skills
- Excellent organizational skills
- Must have own transportation (mileage is reimbursed)

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	