



Applications are currently being accepted for AmeriCorps members to fill a Volunteer Coordinator position with Huron Valley Habitat for Humanity. Please submit an application via the online [AmeriCorps Member Application](#) or by sending a cover letter and resume to Bridget Ferrigan, AmeriCorps Program Manager, at bferrigan@habitatmichigan.org.

Reports to: Development Director
Duration: 12 Months
Hours per Week: Approximately 36 hrs/wk
Travel: Minimum

IMPORTANT DETAILS:

- AmeriCorps Members will receive a living stipend of \$13,000, paid biweekly on the 15th and last of the month throughout the member's term
- AmeriCorps members receive an Educational Award at the end of the term of \$5,815, which is good for seven years after receipt and can be used for either tuition purposes or to repay eligible federal student loans.
- Fulltime members are eligible for health insurance coverage (which includes vision and dental coverage) through the program.
- The term of service is from January 2018 – January 2019

ROLE & RESPONSIBILITIES

- This position will be focused on volunteer recruitment, training, and supervision to support activities related to providing housing to low-income individuals. The member will be focused on volunteer coordination, and will be expected to track the numbers of new/unique volunteer recruited, recurring volunteers, and specific demographic categories of volunteers.
- Responsibilities include:
- Meeting with community organizations to recruit volunteers and maintain connections with those organizations
- Contacting past volunteers to re-engage them in service or to engage them in serving more hours or in additional roles
- Ensuring volunteers complete the proper paperwork and are provided with the proper training regarding volunteer policies, procedures, and safety.
- Organizing, scheduling, and coordinating volunteer groups
- Managing volunteer websites
- Greeting volunteers on-site
- Helping in planning and executing volunteer recognition events

REQUIRED QUALIFICATIONS

- AmeriCorps members must be at least 18 years old (17 with parent/guardian permission)
- Candidates must possess a high school diploma or equivalent.
- Candidates must be either a U.S. Citizen or Permanent Resident.

- Proficient in Microsoft Office Suite, internet, email, social media

PREFERRED SKILLS

- Previous experience with supervision or volunteer coordination/management preferred
- Outgoing personality, patient and understanding, ability to adapt quickly to changes
- Well organized and able to manage different tasks
- Responsible with details and follow through
- Excellent oral and written communication – ability to speak in front of large groups

Habitat for Humanity of Michigan and all AmeriCorps host sites associated with the Michigan Habitat's AmeriCorps program are Equal Opportunity Employers, and will not discriminate on AmeriCorps member hiring decisions based on age, disability, gender identity, ethnicity, race, sexual preference, or any other category protected by federal, state, or local law or statute.