



**Serving in the Habitat for Humanity of Iowa AmeriCorps Field  
Greater Des Moines Habitat for Humanity**

## **AmeriCorps, Family Services Associate**

**Reports to:** Director of Family Services

**Position Type:** AmeriCorps State volunteer serving through Habitat for Humanity of Iowa.  
*Term length to be determined.*

**Position description:** The AmeriCorps, Family Services Associate will serve directly with Habitat 'partner families' and assist the Family Services team in carrying out and further developing Family Service programs.

### **Expected Schedule**

This position is full-time, 7:30-4:30PM Tuesday-Saturday with work on some evenings required throughout the year. Holiday, sick leave, and vacation time do not count towards member minimum service hour requirements.

### **Responsibilities:**

- Support the Family Services team in answering questions about Habitat Homeownership program to potential applicants and scheduling prospective applicants for applicable meetings
- Assist the Family Services team by developing and facilitating selected pre-and post-purchase education as well as youth financial education
- Assist in Family Selection process including compiling information, administrative needs, tracking applicant information, and preparing files
- Schedule Habitat Partner Families 'sweat equity' hours for our Homeownership and Rock the Block® programs
- Attend necessary meetings and serve in cooperation with Construction, Volunteer Services, Rock the Block®, ReStore, and Development Teams
- Assist in the execution of an outreach program to further grow GDM Habitat's pool of qualified applicants for our Homeownership program
- Assist in the planning and execution of Family Services special events
- Outreach to the Habitat homeowners including a quarterly newsletter and community volunteers to gather data and feedback about our programs

### **Requirements:**

- Basic understanding of Habitat for Humanity and a commitment to the mission, vision and values
- Evidence of good written and oral communication skills
- Demonstrated ability to organize, prioritize and pay close attention to detail
- Demonstrated commitment to service and community involvement
- Flexibility, patience, tolerance and willingness to serve with diverse populations
- Ability to serve independently without close supervision
- Team player with ability to engage people of a wide variety of backgrounds and skills
- Proficient in or able to use or learn to use office equipment such as computer, printer, phone, cellular phone, copiers, calculator, fax machine and other communication vehicles

- Able to speak and hear to give and receive detailed information through verbal communication in person, using the telephone, and/or at meetings
- Valid driver's license and ability to drive to undeveloped sites, construction sites and other locations as needed for meetings
- Ability to speak multiple languages preferred but not required

**Benefits – NOTE: the following benefits reflect a full-year member**

- Taxable AmeriCorps full-term living allowance: \$14,500.00 before taxes
- Education award: \$6,095.00 contingent upon successful completion of term and member eligibility
- Worker's compensation
- Student loan forbearance may be available

*This position is not expected to have regular, scheduled and anticipated recurring access to vulnerable populations through their service.*

*GDM Habitat is an equal opportunity employer.*

*Member understands position placement is contingent on applicable National Service Criminal History Checks such as National Sex Offender Public Website, State of Service and State of Residence Criminal History Check, and FBI fingerprint check.*