



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

## **AmeriCorps, Volunteer Services Associate**

**Reports to:** Volunteer Manager Position

**Position Type:** AmeriCorps State volunteer serving through Habitat for Humanity of Iowa; approximately six months of service (900 hours minimum).

**Position Summary:** The AmeriCorps, Volunteer Services Associate will assist the Volunteer Manager by recruiting, scheduling and recognizing volunteers and further developing and enhancing volunteer programs to ensure positive volunteer experience. This member will interact frequently with members of the Construction & Rock the Block®, Family Services, and Development teams in the course of his or her duties.

**Expected Schedule** This position is full-time, 8:00-5:00PM 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**

- Recruit and schedule Greater Des Moines Habitat for Humanity (GDM Habitat) volunteers
- Assist the Volunteer Manager with recruiting and scheduling volunteers and sending site confirmations
- Welcome, register and orient volunteers upon arrival at Habitat sites
- Assist Volunteer Manager with organizing and creating training opportunities for volunteers
- Represent Habitat at volunteer fairs and other recruitment and awareness-raising opportunities within our community
- Assist volunteer manager through the timely collection and accurate entry of volunteer information
- Assist volunteer manager with planning and implementing regular ongoing and special event recognition for volunteers
- Assist volunteer manager with ensuring that volunteers have a quality onsite experience and are promptly thanked for their service via email, social media and other means of communication
- Provide onsite hospitality, logistical support and assistance to volunteers during Rock the Block® and Construction events

### **Requirements**

- Basic understanding of Habitat for Humanity and a commitment to the mission
- Ability to demonstrate strong written and oral communication skills
- Ability to organize, prioritize and pay close attention to detail
- Demonstrated commitment to service and community involvement

- Flexibility to serve extended hours during special events
- Ability to demonstrate patience and tolerance on a consistent basis
- Self-starter with ability to serve 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, pagers, 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 community meetings
- Valid driver's license and ability to drive to undeveloped sites, constructions sites and out-of-office meetings

Able to lift 40 pounds and stand on uneven surfaces for extended periods of time as required to set up for and assist with meet and greets and special events

### **Benefits**

- Taxable AmeriCorps quarter-term living allowance: \$ 8,040.00 before taxes
- Education award: \$3,172.50 contingent upon successful completion of term and member eligibility
- Retention bonus: Members who have completed 30% of required service hours will receive \$866.67. When members fulfill their full term and all evaluations processes are complete, they will receive an additional \$2,022.22.
- \$200/month housing stipend
- Health Insurance
- 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.

*GDMHFH is an equal opportunity employer.*