



Habitat for Humanity of Iowa Family Services Coordinator AmeriCorps Positions Description

Title: Family Services Coordinator

Reports To: Director of Construction Services

Terms of Service: Minimum of 900 hours of service

Summary Description: The part-time Family Services Coordinator will serve with Greater Des Moines Habitat for Humanity Home Preservation team. The position will serve directly with Habitat's repair partner families and assist the Home Preservation team in qualifying families for repair assistance providing safe, decent affordable housing.

Expected Schedule:

This is a part-time position (900 hours), 20 hours a week scheduled between 8 am - 5 pm M-F, some evenings required and weekends throughout the year. Holiday, sick leave, and vacation time do not count towards member minimum service hour requirements.

Responsibilities:

- Support in answering questions about Habitat for Humanity program(s) to potential applicants, collect application paperwork and schedule home assessments.
- Participate in the family selection process including compiling information, administrative needs, tracking applicant information and preparing files.
- Coordinate with partner families to schedule and track sweat equity hours for the program.
- Participate in the planning and execution of the Rock the Block special events.
- The program may require the member to engage in additional allowable activities that support the AmeriCorps program design and which help the program meet its goals as outlined in the approved AmeriCorps application. In no circumstance, will members be asked or allowed to perform prohibited activities.

Requirements:

- Strong written and oral communication skills
- Valid driver's license and ability to drive to construction sites and partner family homes
- Able to travel for trainings or assist with disaster response efforts
- Willingness to adhere to all guidelines set by Greater Des Moines Habitat for Humanity and Habitat for Humanity of Iowa AmeriCorps Program

Benefits

- Taxable AmeriCorps quarter-term living allowance: \$9,000.00 before taxes
- Education award: \$3,247.50 contingent upon successful completion of term and member eligibility

This position will have regular, scheduled and anticipated recurring access to vulnerable populations through their service.

GDMHFH is an equal opportunity employer.