



**JOB TITLE: Volunteer Services AmeriCorps Member**

**REPORTS TO: Volunteers Manager**

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to coordinate and support the many volunteers that are needed to accomplish our goals each year. With our new expanded services area, multiple construction sites, projects and events that are needed to serve the families within our communities, this position is key in ensuring that volunteers are well engaged with our work by continually interfacing with our volunteers on a regular basis. By utilizing volunteer support, we can accomplish even more towards our overall mission. Habitat for Humanity of Greater Los Angeles has been an active affiliate of Habitat for Humanity International for more than 20 years. By providing affordable housing, home repairs, skilled construction training, financial education, and volunteer opportunities the organization has transformed millions of lives, helped stabilize communities and fostered economic vitality in the region. On average, the affiliate builds and renovates 100 homes in the Los Angeles region, ranking it among the largest affiliates nationwide.

#### **SUMMARY OF ESSENTIAL FUNCTIONS**

- Assist with volunteer management including orientations, maintenance of database, volunteer tracking, and follow up for opportunities in construction, office, ReStore\*, family services, special events, and with other needs.
- Work with construction staff to fulfill daily tasks needed to ensure successful volunteer build day: signing volunteers in, providing orientation and safety briefing, ordering necessary volunteer supplies.
- Develop written volunteer positions or assignment descriptions, as needed.
- Develop and implement effective recruitment messaging.
- Visit the build site to observe and gain an understanding of tasks in which volunteers are asked to participate. Occasionally participate in building alongside volunteers.
- Schedule and communicate affiliate needs with all assigned individual volunteers and volunteer groups (ex. crew leaders, skilled volunteers, site hosts, corporate groups, youth groups, faith groups).
- Improve "volunteer resource database" with contact info for volunteers who can assist with certain needs.
- Maintain communications with volunteers through a monthly volunteer eNewsletter and by updating Volunteer portions of affiliate website with current information.
- Plan and execute the annual Volunteer Appreciation Banquet.
- Develop new and revise old volunteer recognition tools. (ex: volunteer of the month).
- Devise and implement volunteer experience survey. Analyze results.
- Continue existing and develop new partnerships with community businesses and organizations to provide in-kind donations for volunteer banquet, volunteer picnic and other volunteer services.\*
- Attend community outreach programs to promote volunteer opportunities, including events targeted at the military and veteran communities and senior community. Secure and manage affiliate presence at volunteer fairs.

#### **SUMMARY OF JOB QUALIFICATIONS**

- Prior experience working with Community Organizing, Youth, Veteran's outreach and/or initiatives preferred, but not required
- Microsoft Office Suite (especially Word/Excel), Power Point, Internet research
- Willingness to promote the mission and activities of Habitat for Humanity and AmeriCorps
- Ability to work with a diverse group of people
- Detail oriented and highly organized
- Strong written and verbal communication skills
- Public speaking experience (If applicable)
- Experience working with volunteers or teaching/group facilitation experience

This is full-time position for 1 Service year in AmeriCorps. Work schedule is Tuesday through Saturday, 8:30am-5:00pm with some evening and weekends. Position requires local travel in the normal course of performing job duties with mileage reimbursement. Must have access to reliable transportation to perform job duties, valid driver's license and meet the state required amount of personal automobile liability insurance.

#### **TO APPLY (NO CALLS OR WALK-INS PLEASE):**

If you'd like to join our team, please send a **cover letter, resume and salary requirements to:**

**EMAIL:** [HR@habitatla.org](mailto:HR@habitatla.org) (Preferred)

**MAIL:** 8739 Artesia Blvd., Bellflower, CA 90706 – Attn: HR



Visit us at: [www.habitatla.org](http://www.habitatla.org)

Employment is contingent upon completion of a satisfactory background check.

*\*Habitat for Humanity of Greater Los Angeles is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status.*