**Habitat Iowa Leadership Certificate:**

Habitat for Humanity of Iowa AmeriCorps members are eligible to participate in Habitat Iowa Leadership certificate program. This program will have members learn leadership skills and demonstrate them at their host sites. After completing a minimum of 10 hours training, 5 hours job shadowing, and demonstrating skills in public speaking and leadership on the service site, the member will receive this designation.

**Minimum Activities Required**:

* Participate in the **Job Shadowing project** – 4-5 hours
  + Complete the Job Shadow Questionnaire form that lists potential career interests and companies that interest them. The job shadow does not need to be at Habitat or nonprofit. Instead, it should be in field the member wants to work in.
  + Schedule a time to work along the person / company they are job shadowing. Members can seek out help from Habitat staff to make connections.
  + Complete the series of questions to ask employees of their interested career.
  + Report back to Habitat Staff and their supervisor on their experience through this reflection exercise.
  + This activity is counted towards training service hours.
* Demonstrate **public speaking skills** through service (speaking to volunteers, day at the capitol, etc.) 1 hour
  + Complete the elevator speech training and activity sheet – turn into Habitat Iowa staff.
  + Demonstrate public speaking at their service site, other volunteer site, or school. Supervisor will send email to Habitat Iowa staff explaining when the member demonstrated public speaking.
* Demonstrate **leadership** in their service site
  + Supervisor will sign off that members have demonstrated leadership at their service site by sending an email to Habitat Iowa explaining the occurrence of leadership. **Examples:** leading or training volunteer group; Presenting at a community event about Habitat; Participating in Habitat Day at the Capitol; Taking on extra duties; writing a blog post for Habitat Iowa or local org; joining a board
* Complete the following **training -** 9.5 Hours

All training topics will be provided through Habitat Iowa hosted trainings. If a member is unable to attend hosted trainings, they will be required to do the make -up training and homework assignments that go with each training topic. [www.iowahabitat.org/member-training](http://www.iowahabitat.org/member-training) - scroll to make up training

* + Advocacy (1.5 hours), Conflict Resolution (1 hour), Emotional Intelligence (1 hour), Diversity, Equity, and Inclusion + Redlining (2.5 hour), Employability Skills (1 hour), Volunteer Engagement (1.5 hours), Board of Director Skills (1 hour)
* Complete the guided reflection after completion (below)

**Habitat Iowa Leadership Certificate Completion Form:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Date** | **Time to complete** | **How & where was this completed?** | **Sup. Initial** |
| **Example: Redlining training** | 9/3/22 | 4 hours | Virtually on member training page – make up section |  |
| **Job Shadowing project (**[**www.iowahabitat.org/job-shadow**](http://www.iowahabitat.org/job-shadow)**)**  **Form and Hours served with new facility** |  |  |  |  |
| **Demonstrate Public Speaking** |  |  |  |  |
| **Demonstrate Leadership on Service Site** |  |  |  |  |
| **Complete Training series:** |  |  |  |  |
| Advocacy- Local, State, and Federal |  |  |  |  |
| Conflict Resolution |  |  |  |  |
| Diversity, Equity, and Inclusion – Redlining in Iowa |  |  |  |  |
| Employability Skills |  |  |  |  |
| Volunteer Engagement and Management |  |  |  |  |
| Board of Director Skills- How to be a good board member |  |  |  |  |
| Complete Guided Reflection and email to program staff |  |  |  |  |

Completed forms should be emailed to Habitat Iowa Program Staff

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Member Signature: Supervisor Signature:

Date: Date:

Program Staff Signature:

Date:

**Habitat Iowa Leadership Certificate Reflection Form:**

Once you have completed your Habitat Iowa Leadership Certificate steps people complete the following guided reflection assignment. This should take about 30-60 minutes. The time spent on this exercise is considered training hours on your timesheet.

Email the completed reflection and completion form to Habitat Iowa staff. ([Kzellmer@iowahabitat.org](mailto:Kzellmer@iowahabitat.org))

**Guided Reflection Questions:**

1. What does it mean to be a leader and what qualities do see (or want to see) in good leaders?
2. Who is a leader you admire and why?
3. What qualities of leadership do you have? How do you use them in work, school, home, with friends or family?
4. What do you see as your best or favorite quality as a team player (leader or supporter)? What are ways you could highlight that in an interview or a resume?
5. What did you learn about yourself going through this program?
6. If applicable, what changes will you make now that you have learned these skills?
7. What is your biggest take away from the job shadowing project? Example: will you pursue that career now or maybe you know that was the field for you?
8. What is 1 skill or area of study you would like to pursue this next year and how will you actively take steps to learn more? Example do you want to know more about local politics or how to get involved with a local nonprofit board?