



## AmeriCorps Member Position Description **COMMUNITY OUTREACH COORDINATOR**

Position Length – 12, 9, 6, or 3 month commitments

Hours per week – 40 hours

### Position summary:

Community outreach members serve to increase the awareness of local communities of Habitat services. This could mean creating educational materials, delivering presentations at community events, meeting with families to explain the Habitat programming, or serving with staff to ensure the office is welcoming space for families and volunteers to come.

### Description of anticipated service schedule:

This is a position that requires 40 hours per week on average typically 7:30 am – 4:30pm, Monday- Friday or Tuesday-Saturday. Hours fluctuate certain weeks due to inclement weather or other construction hold ups. Hours never exceed 12 hours per day without special permission. Occasional evenings and weekends required throughout the year.

### POSITION DUTIES:

**Outreach to area residents** to repair or improve homes and community spaces

**Expand opportunities** to a broader base of low-income families in the community through outreach services such as:

**Develop and deliver educational materials** and presentations for community, future homeowners, and potential partners

**Plan and attend affiliate awareness functions** related to building stronger relations with stakeholders though the community. i.e. Coalition meetings, housing group events

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**Build relationships** in the community by identifying key leadership contacts within these groups

**Coordinate volunteers** participating in the community outreach and education process

**Prepare reports** based on data collected from reports and stakeholders

Attend HFH of Iowa Statewide Training (AmeriCorps basics and Life After AmeriCorps)

Participate in leadership trainings by the host site and AmeriCorps program (i.e. Midwest Habitat Convention or Iowa Nonprofit Summit)

Complete the History and Advocacy Habitat Training series

Attend HFH-IA Training around housing issues quarterly

Participate in the A-DRT Training through CNCS (optional)

Complete Volunteer Safety Training

Communicate and serve with a diverse team of staff, AmeriCorps members, volunteers, partner families, and neighborhood residents

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.

Volunteers utilized by AmeriCorps members will not participate in any prohibited activities

Opportunity to join AmeriCorps Disaster Response Team if completed necessary training

**Qualifications:**

- At minimum members must be high school graduates, GED receipts, working on attaining a high school diploma or GED during their term of service, or the program must be an approved Youth Corps program.
- Include full list of member eligibility requirements in 45 CFR 2522.200(a)
- Member must be 18 years of age
- Ability to use computers at a basic level without supervision Valid driver's license and clean driving report to be able to drive Habitat Vehicles

**Benefits and Evaluation Requirements:**

- Living allowance \$17,000 or \$1416 per month (current year member benefits at [www.iowahabitat.org/member-page](http://www.iowahabitat.org/member-page))
- Education award: \$6495 contingent upon successful completion of term and member eligibility
- Rental Reimbursement - \$200 per month
- Health Insurance
- Member Assistance Program (mental health counseling, life coaching, financial advising)
- National Serviced Federal Loan forbearance and accrued interest payments
- Professional development opportunities such as the Iowa Nonprofit Summit, YNPN Story Tellers Conference, and more.
- Member Performance Evaluation requirements during the term, if applicable