



We build strength, stability, self-reliance *and* shelter.

# Volunteer Services Coordinator - 2021-22

## Volunteer Services Coordinator

Tentative start - August 2021

For one year, you can get paid to build sustainable solutions in a community, gain valuable hands on experience and prepare for your future. This **full-time AmeriCorps service position** offers a great opportunity to make a real impact in the lives of others while building your own knowledge and skillset.

[AmeriCorps National members](#) serve the community in direct service and capacity building activities.

### What will you do?

The volunteer services coordinator helps recruit, train, schedule and recognize volunteers while growing the volunteer base and advancing individual and group partnerships. Market within the community to recruit new volunteers. Develop new events and opportunities for volunteers to engage with the mission of Habitat for Humanity.

- \*Typically serve Tuesday – Saturday to support work on the build site.
- \*Recruit and schedule volunteers for construction, office, ReStore, deconstruction, family services and special events opportunities.
- \*Assist with all aspects of volunteer management including orientations, maintenance of database, volunteer tracking and follow-up.
- \*Work with construction staff to ensure successful volunteer build days – signing volunteers in, providing orientation and safety briefings, helping put away tools with volunteers at the end of the day and ordering necessary volunteer supplies.
- \*Develop and/or revise volunteer recruitment, management and recognition tools.

This position will focus on volunteer services aspects of Habitat affiliate operations and will benefit over 65, persons with disability, military/veteran, youth and young professional populations.

### Where will you serve?

Habitat for Humanity of Orange County (HHOC) ([orangehabitat.org](http://orangehabitat.org)) works to provide opportunity for low-income Orange County families to purchase affordable homes. Since 1984, HHOC has built more than 305 homes locally and funded more than 170 homes internationally. HHOC is a well-respected organization with a hard-working Board of Directors, a dedicated staff and ambitious plans for the future.

The Orange County area (home to University of North Carolina, Chapel Hill) boasts a rich history and plenty to do. Orange County is an amazing place to live and serve. In addition to the standard benefits, HHOC provides rental assistance paid directly to the landlord.

### Benefits of AmeriCorps service

- \*Living allowance \$16,300 for approximately 10 ½ months of service.
- \*[Segal Education Award](#) of \$6,345, upon successful completion of service.
- \*Health care benefits and enrollment in Employee Assistance Plan.
- \*Personal and medical leave — approximately 10 days total.
- \*Possible [forbearance](#) or deferment of qualified student loans.



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- \*[Child care](#) benefits, if you qualify.
- \*Worker's compensation insurance.

### Minimum Requirements

Applicants must be a U.S. citizen, national or lawful permanent resident at least 18 or older and have a high school diploma or GED.

### Preferred Qualifications

- \*Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity International and AmeriCorps.
- \*Ability to work with a diverse group of people.
- \*Strong written and verbal communication skills.
- \*Detail oriented and highly organized.
- \*Experience working with volunteers, teaching or group facilitation.
- \*Experience working as a member of a team.
- \*Basic experience with Microsoft Office Suite, especially Word and Excel.

#### Location:

Chapel Hill, NC

#### State/Region:

North Carolina

#### Job Type:

Volunteer Opportunity

#### Employment Type:

AmeriCorps

#### Travel:

[Apply now](#)

## About Habitat for Humanity

[Habitat for Humanity](#), founded in 1976, is a global, Christian-based nonprofit organization that grew out of an intentionally multi-racial community in rural Georgia. Seeking to put God's love into action, Habitat brings together people of all faiths and people of no faith to build homes, communities and hope. Working alongside each other, we help families and individuals build and improve places to call home and achieve the strength, stability and self-reliance they need to build better lives for themselves. Habitat seeks individuals who have a willingness to affirm these principles and values.

Habitat for Humanity International is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.