

## **West Tuality Habitat for Humanity**

### **Volunteer Services Development**

West Tuality Habitat for Humanity is seeking a Volunteer Services Development VISTA who will help to identify and train volunteers for West Tuality. This is a year-long position through the AmeriCorps VISTA program. The VISTA member will review the affiliate's current practices in volunteer development, develop an improved program, implement the program and ensure that the program is supported going forward beyond the VISTA's term. If you are an AmeriCorps VISTA Member, please apply directly through <http://www.habitat.org/ameriCorps>.

The goals of this position are as follows:

1. Develop, document, and implement and a volunteer recruitment, training, and retention program for all affiliate areas (the ReStore, construction, and non-construction). Improved methods of volunteer utilization and recognition will enhance our engagement with the community and its investment in the mission of our affiliate;
2. Develop, implement, and document sustainable outreach strategies that ultimately contribute towards an increase in unrestricted revenue from increased donations to the ReStore and affiliate. An increase in unrestricted revenue will in turn enable the affiliate to serve more families and communities;
3. Research and implement best practices for volunteer policies and procedures;
4. Increase public awareness of Habitat's work in Western Washington County, identify potential community partners and recruit volunteers and partner organizations from the communities WTHFH serves.

#### **Member Activities Include:**

1. Develop and document a volunteer recruitment plan, including targeting local faith organizations, school groups, civic groups and other community organizations, as well as others identified during the exploration phase. This might include things like creating a volunteer recruitment community directory, creating a speaker's bureau to promote volunteer opportunities, creating a social media plan aimed at recruitment. Inform plan with volunteer recruitment, orientation and training resources available from HFHI, other affiliates, etc.
2. Develop and document systems to track volunteer hours and scheduling such as online databases. Develop any web-based information and systems needed to support these efforts, such as creating an online volunteer application.
3. Develop and document a volunteer training plan that will ensure all volunteers have the skills needed to perform their roles successfully.
4. Develop and document a system or process to evaluate a volunteer's performance where mutual feedback can be given.
5. Develop and document a process where the affiliate can continuously identify volunteers that can be cultivated into leadership roles (like Board member, Construction Supervisor/Repair Supervisor, etc.).
6. Develop and document a volunteer recognition plan to include items identified as best practices during the exploration phase. (May or may not include events, smaller

ways to recognize volunteer achievements, recognition milestones like houses built, years served, total # of hours volunteered, etc.)

7. Build relationships and partner with residents, local agencies, local organizations, and community stakeholders in potential target communities within our service area. These partnerships will help to identify areas where host site housing solutions can intersect with the community's identified aspirations.
8. Regularly attend or organize meetings relevant to building our program. Examples include local governance, health and social service meetings, and resident meetings.
9. Develop and document a resource development plan for an event, including targeting local individuals, businesses, faith organizations, school groups, civic groups and other community organizations. Plan should include creation of a marketing plan.

### **Education/Experience/Knowledge/Skills required for this position**

- Valid Driver's License and ability to meet host site's insurance requirements.
- Microsoft Office Suite (especially Word/Excel)
- Experience working with Social Media platforms
- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity and AmeriCorps
- Strong written and verbal communication skills
- Strong research skills
- Detail oriented and highly organized
- Ability to work with a diverse group of people
- Experience working with volunteers or teaching/group facilitation experience helpful
- Experience working as a member of a team helpful
- Project management experience helpful
- A second language is highly desirable, with preferred languages being Spanish

### **We look for members who:**

Possess a sincere desire to serve others and are dedicated to Habitat's mission

Have strong written and verbal communication skills

Have excellent attention to detail skills

Are able to work with a diverse group of people

### **Benefits of Service:**

Skills for the future

Minimal living allowance (living allowance determined by county position is based in)

An education award of \$5,775 or a cash stipend of \$1,500 upon successful completion of service

Personal and sick leave

Health care benefit

Student Loan Forbearance (if eligible – Go to [AmeriCorps.gov](http://AmeriCorps.gov) website to see if your

loan would qualify)

Child care assistance (if eligible)

Non-competitive Hiring Status – When you satisfactorily complete one full year of service, they earn non-competitive eligibility for federal government jobs for one year after the member's service

### **What's in it for you?**

At the end of the service year, you will have gained new skills and expertise, developed new relationships, and maybe even become a member of a new community.

### **What's needed to apply?**

Resume (tell us about your experience)

Motivation Statement (this essay gives you the opportunity to express why you want to serve)

### **Requirements to serve at this site:**

18 years of age or older

U.S. citizen, national, or lawful permanent resident

Possess a high school diploma or GED equivalent (or agree to work towards one while serving)

Confirm understanding that this is a full-time volunteer opportunity and that AmeriCorps members receive a small living allowance

To apply, email a resume to [jobs@westtualityhabitat.org](mailto:jobs@westtualityhabitat.org) (those interested in submitting an official application for the position will be required to complete an AmeriCorp VISTA application online at <http://www.nationalservice.gov/programs/amicorps/amicorps-vista/joinamericorpsvista>).

West Tuality Habitat for Humanity brings people together to build homes, communities and hope for people living in the Western portion of Washington County.