



2010-11 AmeriCorps Position Description

Please complete the following form for each distinct AmeriCorps position you are applying for.
If you are applying for multiple members in the same position, however, only complete one position description.
(Please note: It is not permissible to submit one position description applicable to both VISTA and National members.)

Affiliate/Host Site Name: *Wichita Habitat for Humanity, Inc.*
Assistant

AmeriCorps Member(s) Title: *Family Services*

Choose one: VISTA National # of members serving in this position: *1*

Reports Directly to: *Family Services Director*

Affiliate/Host Site Department (if applicable): *Family Services*

Service Week (days/hours): *Monday - Friday 8:00 am - 5:00 pm plus special program events*

Required Meetings/Trainings (Please do not include the required trainings and meetings from HFHI and CNCS. Trainings and/or meetings listed should be relevant to the local host site in supporting the members' service efforts and sustaining the proposed project.):

- *Pre-Service Orientation*
- *National Service Leadership Conference (Fall 2010)*
- *Build-a-Thon (Spring 2011)*
- *Monthly Staff Meetings*
- *Monthly Family Services Committee meetings*
- *Weekly meetings with Family Services Director*
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Position Objective or Goal: *The objective of the family services assistant is to assist the family services department in the area of family support, including family recruitment, pre and post purchase educational classes, life skills training and family-related issues. Also to increase awareness and understanding of WHFH program in low-income families in Sedgwick County.*

List the specific duties and responsibilities for this position:

- *Research curriculum for post-purchase counseling for families in Habitat's program*
- *Research additional life skills training opportunities for families in Habitat's program*
- *Coordinate class times and locations*
- *Help facilitate education classes and information sessions*
- *Find volunteers to assist with classes and training*
- *Assist family services department with additional family related issues*
- *Develop referral resources for Habitat families as needed*
- *Help facilitate recruitment of new program applicants*

Education, Experience, Knowledge & Skills Required:

Experience working with diverse populations

Ability to relate to people of different faiths, races and incomes

Commitment to Habitat's housing mission

Proficient in using Microsoft Office Applications including Word, Excel, PowerPoint, Publisher and Access

Organized

Strong oral and written communications skills

Valid driver's license and good driving record

High School diploma or GED

Bi-lingual preferred



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Physical Requirements to Perform Duties: *N/A*

Describe the working environment that will be provided for the AmeriCorps member. Include type of office space, computer and communication equipment, internet and email access, construction tools, etc. that will be provided. (AmeriCorps members are prohibited from serving in a home office.): *The Family Services Assistant will work out of the WHFH program office and will have their own desk, computer with internet and email access, and desktop phone. The Family Services Assistant will also have access to all office equipment and supplies.*

Personal vehicle required: No Yes (If yes, please provide explanation detailing necessary usage of vehicle. If member will be using a company vehicle, please also include in the details.): *The Family Services Assistant will occasionally need a vehicle to assist the family services department with preparation for Habitat functions and to assist with other family-related issues and classes. The Family Services Assistant will also assist in performing applicant home visits.*

Member Signature: _____ Date: _____

Host Site Manager Signature: _____ Date: _____

HFHI NS Staff Signature: _____ Date: _____

****Any changes/updates to a member's position description or VISTA Assignment Description must be approved by HFHI National Service.****