



## 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: *Volunteer Services*

Choose one:  VISTA  National

# of members serving in this position: *1*

Reports Directly to: *Volunteer Coordinator*

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

Service Week (days/hours): *Monday - Friday 8:00 am - 5:00 pm plus additional times for 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 Volunteer Services Committee Meetings*
- *Weekly meetings with Volunteer Coordinator*
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**Position Objective or Goal:** *The objective of the volunteer services assistant is to support the staff volunteer coordinator in the increasing areas of volunteer recruitment, coordination and retention of volunteers.*

List the specific duties and responsibilities for this position:

- *Assist with preparation of letters and correspondence to volunteers and volunteer groups*
- *Help create volunteer recognition certificates and for special events*
- *Assist volunteer coordinator with scheduling and coordination of volunteer activities*
- *Speak to groups of potential volunteers and exhibit at volunteer fairs*
- *Assist volunteer services department with maintaining volunteer databases in an affiliate database system as well as an internet volunteer software program*
- *Assist with the creation of volunteer recruitment flyers and promotional materials*
- *Assist volunteer services department with additional volunteer related issues*

**Education, Experience, Knowledge & Skills Required:**

*Experience using Microsoft Office software including Word, Excel, PowerPoint, Publisher and Access*

*Experience working with diverse populations*

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

*Organized*

*Strong oral and written communication skills*

*Commitment to Habitat's housing mission*

*Valid driver's license and good driving record*

*High School diploma or GED*



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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 Volunteer Services Assistant will work out of the WHFH program office and will have their own desk, computer with internet and email access, and a desktop phone. The Volunteer 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 Volunteer Services Assistant will occasionally need a vehicle to assist the volunteer department with preparation for Habitat functions and to assist with stocking and preparing the construction sites with registration and hospitality items for volunteers.*

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.\*\***