



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

AmeriCorps National - Volunteer Services Coordination

Volunteer Services Coordination

In Volunteer Services Coordination, you will be on the front lines of service by helping the volunteers at our affiliate. Your primary responsibility will be to coordinate volunteer management efforts, including but not limited to: assisting with on-site orientations, maintaining and updating the volunteer database, maintaining communications with volunteers through a monthly eNewsletter, recruiting and scheduling volunteers, continually working on volunteer retention and recognition, or other new initiatives at our affiliate. Additionally, you will assist in the coordination of volunteer groups, such as campus chapters and non-construction youth groups. On occasion, you may attend community outreach programs to promote volunteer opportunities, and manage affiliate presence at volunteer fairs. Volunteers are a huge help in the weekly operation of our site, and we need someone like you to be the helping hand and voice to our volunteers.

What's in it for you?

At the end of the service year, you will have grown and enhanced our ReStore volunteer program, developed a youth involvement program, and helped create content for our blogs, as needed. Additionally, you will have helped us double the number of "regular ReStore volunteers" (those who volunteer two or more days a week), increasing the number from 15 to 30.

Required Qualifications:

- 18 years of age or older
- U.S. citizen, national, or lawful permanent resident
- High school diploma or GED equivalent (or agree to work towards one while serving)
- Driver's license
- Microsoft Office (especially Word/Excel)

Helpful Qualifications:

- Associate Degree or higher
- Public speaking experience
- Project management experience
- Personal vehicle

Benefits of Service:

- AmeriCorps National living allowance of \$13,732 (paid over the full 46.5 weeks of full-time service)
- **Segal Education Award** of \$5,920 (upon successful completion of service) – **lifetime maximum of two**
- Affordable Care Act compliant health care plan (Habitat pays the monthly premiums)
- **Student Loan Forbearance** (if eligible)
- **Child Care Benefits** (if eligible)
- 10 personal/sick leave days
- Approx. 10 holidays (dependent on service location)
- Member Assistance Program (MAP) – offers free services, such as counseling and financial planning resources

What's needed to apply?

- Resume (tell us about your experience)
- Motivation Statement (express why you want to serve) – **input in "Cover Letter" section**
- Email your cover letter and resume to habitathr@memphishabitat.com

Habitat for Humanity of Greater Memphis

Serve, learn and lead in Memphis – the birthplace of rock 'n' roll and home to the best barbecue around! Habitat for Humanity of Greater Memphis partners with people in our community to help them build or improve places they can call home through new home construction, rehabilitation projects and Aging in Place (AIP) accessibility and mobility modifications for seniors. Since 1983, Memphis Habitat has helped more than 480 first-time homebuyers secure affordable mortgages and completed rehabilitation and home modification projects in partnership with more than 330 local homeowners, helping them achieve the independence they need to build a better life for themselves and their families.

During a year of service with Memphis Habitat, AmeriCorps members will gain insight into the inner workings of an innovative nonprofit; be a part of our 35th year of service to the community; help us improve and increase our impact; and gain hands-on experience in volunteer management, program development, events, communications and more. In your off hours, you can enjoy all the Bluff City has to offer – food, fun and some of the friendliest people you'll ever find! (Did we mention the barbecue?) Join our Habitat family and form lasting relationships, while helping local Memphis-area families build strength and stability.

Administrative Office | 7136 Winchester Road, Memphis, TN 38125 tel (901) 761-4771 fax (901) 761-4704 info@memphishabitat.com memphishabitat.com

ReStore | 7130 Winchester Road, Memphis, TN 38125 tel 901-RE STORE (737-8673) fax (901) 322-3548 memphisrestore.com



We are pledged to the letter and spirit of the U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status or national origin. Habitat for Humanity is an equal opportunity employer.