



AmeriCorps National 2017-2018 Position Description

Affiliate/Host Site Name: HFH of Greater Sacramento (HFHGS)	Host Site Manager (HSM) Name: <i>Jim Reilly</i>
Program: AmeriCorps National Member Role: Community Outreach Coordination	Will members engage in any of these programs? <input type="checkbox"/> Disaster Recovery <input checked="" type="checkbox"/> Neighborhood Revitalization <input checked="" type="checkbox"/> Veterans/Military Families <input type="checkbox"/> None
Service Week (days/times): Tuesday – Saturday, 8:00 AM – 5:00 PM with occasional evenings/Mondays/Sundays	Direct Supervisor Name: Rob Kerth
Will this member be actively building on the construction site at least one day per week? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

Goals:

This AmeriCorps Community Outreach Coordinator will be instrumental in helping HFHGS to expand its community outreach to build on its Neighborhood Revitalization (NR) Program. HFHGS has recently begun providing home repair services, and we are hoping to expand this program substantially within the next fiscal year, requiring further assistance in the Homeowner Services Department with outreach and partnership building. HFHGS plans to complete 10 home repair projects in the 2016-2017 fiscal year and hopes to expand that to at least 20 projects in the 2017-2018 fiscal year. As the program is still in its beginning stages, the Community Outreach Coordinator will be instrumental in helping HFHGS build new relationships with residents and community partners and in increasing community knowledge about home repair opportunities.

Outputs - *Measurable targets must be included and should be targeted PER MEMBER. Please use the shared outputs below, inserting "0" if not applicable.*

- **50** volunteers will be recruited and/or managed by this AmeriCorps member in the building, rehabilitation, or repair of homes (repairs include A Brush With Kindness (ABWK), Weatherization, Critical Home Repair)
- **25** individuals (adults and children) will be provided housing services by this AmeriCorps National member
 - **5** individuals who are veterans, active military, or their family members

Responsibilities of the position

- Build relationships and partner with residents, local agencies, elected officials, and community stakeholders. These partnerships will help to identify areas where host site housing and community development solutions can intersect with the community's identified aspirations.
- Identify community improvement projects and plan and execute projects for successful completion (ex. neighborhood clean ups, home repair projects, etc.)
- Engage volunteers from the local community to support the local projects planned.
- Regularly attend meetings relevant to building our NR and home repair programs. Examples include local governance, community beautification, health and social service meetings, and resident meetings.
- Help to develop and market new NR and home repair programs.
- Coordinate and document the implementation of host site's housing and community development solutions in partnership with the community.
- Implement our standard NR procedures and adapt as needed to serve any community, so that this model can be refined and continue to be extended to other neighborhoods within our territory.
- Build understanding of and support for NR by collaborating with staff from other departments and leading NR update meetings.
- Complete the reporting and timesheet requirements of the AmeriCorps program in a timely, accurate, and

Any changes/updates to a member's position description must be approved by HFHI National Service.



AmeriCorps National 2017-2018 Position Description

thorough manner.

- Arrive on time and ready to serve, and promote the mission, goals and values of the AmeriCorps program.

Required Meetings, Trainings and Events - *Minimum expectations are outlined below, with the understanding that further trainings may be required as determined by HFHI, CNCS or the Host Site.*

- On Site Orientation to local host site
- First Aid/CPR
- HabitatLearns “Foundations of Habitat” series online
- Lockton Safety Courses online
- National Service Leadership Conference (Fall)
- Build-a-Thon (Spring)
- National Days of Service (MLK Day required, 9/11 Day of Remembrance and AmeriCorps Week encouraged)
- HFHI Host Site Monitoring Reviews and periodic check-in calls
- Weekly Tuesday staff meetings which will provide updated information to senior staff regarding family sweat equity program, new applicants, and outreach statuses for each site and the responsibilities of each member during that week are discussed.
- Life After AmeriCorps Training (LAFTA) which provides members with useful and practical skills and knowledge they will need to enter the job force after their AmeriCorps terms are concluded.
- Home Dedication attendance which provides positive, meaningful feedback that what the members do each day has impact on families.
- Host site events, including Homeowner Orientation, HabiTour, Annual Gala, and Hammy Awards Dinner attendance, which provides insight into the large number of community organizations and individuals that support this affiliate, without whom HFHGS would not be able to complete its mission. Participation in these events will be in line with AmeriCorps program regulations/restrictions.
- Monthly meeting with HSM (minimum)
- Bi-weekly meeting with direct supervisor (minimum)

Education/Experience/Knowledge/Skills required for this position

Required:

- Working knowledge of Microsoft Office Suite/Word/Excel/PowerPoint/Publisher/Outlook
- A valid driver’s license and ability to meet host site’s insurance requirements

Preferred:

- A self-starter, detail oriented, highly organized, results oriented
- Knowledge of the Sacramento community, its businesses, social service organizations and demographics would be highly desirable
- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity and AmeriCorps
- Working knowledge of a language besides English is highly desirable, with preferred language being Spanish
- Strong written and verbal communication skills
- Ability to work with a diverse group of people
- Public speaking experience preferred
- Knowledge of community development practices preferred
- Experience working as a member of a team

Physical requirements for this position

- Must be able to lift up to 25 lbs of presentation materials and equipment

Any changes/updates to a member’s position description must be approved by HFHI National Service.



AmeriCorps National 2017-2018 Position Description

- Ability to sit at a desk and computer for extended periods of time
- About 50% of this position requires outreach in the community, including visiting buildings and homes that may have stairs, as well as occasionally serving on project sites that might have uneven terrain.

Service Site Environment - Please describe type of office space, computer and communication equipment, internet and email access, construction tools, etc. that will be provided for the AmeriCorps member(s). Please note AmeriCorps members are prohibited from serving in a home office:

Member will primarily serve in an open-space office and will share space with other staff and/or AmeriCorps members. Members will serve in an open cubicle and will share office space with other staff and/or AmeriCorps members. Each member will have a desk, computer (with email and internet access), and a phone for service-related tasks. Shared resources include a printer, copy machine, fax machine as well as office 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 member will be required to have a vehicle to be able to outreach, visit our community partners, introduce the program, educate new potential homeowner partners, and visit build sites to introduce homeowners to construction staff and volunteers. Member will be reimbursed for approved service-related mileage and any other travel expenses per our affiliate policy (beyond commuting to and from service).

Habitat.org posting blurb: Include a description of your site that can be used when posting on Habitat.org. Include city, state, selling points of your site and the geographical area, additional benefits you offer (ex. housing, transit voucher, etc.), what the member will get out of serving a year with your site (skills, etc.), and your website.

Serve the community of the diverse Sacramento, California area with Habitat for Humanity of Greater Sacramento. Our AmeriCorps are valued members of our Habitat family who work to build strength, stability and self-reliance through shelter for local families in need of a place to call home. Utilize and improve your leadership and public speaking skills, interact with people from other cultures and colorful histories. Network with service minded people like yourself from the neighborhood and business communities. You may have the opportunity to support the building of a house from the dirt to the roof. You may also have the opportunity to support the revitalization of a Veteran's home so that they might safely age in place. The Sacramento area has a cost of living that is more affordable than the more well-known San Francisco and Silicon Valley - Bay Area. The area is 2 hours from San Francisco city-life, or snowboarding at Lake Tahoe or wine tasting in Napa. You can make Mount Shasta and Lassen a beautiful weekend trip. Sacramento is the State Capitol and a historical area from the days even prior to the Gold Rush. You can pan for gold in our rivers or hike and bike ride in historic and gorgeous Auburn National Park. Sacramento has daily Farmers' Markets, a booming beer brewing culture and is the center of a Farm to Fork movement. The urban areas are walking and biking friendly. Sacramento offers a 3 bedroom house to AmeriCorps members for \$100 a month with a \$150 security deposit. The house is conveniently located to the Downtown and Mid-town areas which are accessible by walking or biking. Weekly food, hygiene and miscellaneous products are donated by Costco and made available first to our AmeriCorp. And you'll get free Habitat T-shirts! Sacramento celebrates our finished houses with a House Dedication Event, when we turn the keys over to the new homeowner, which has been attended by City Mayors and Councilmen. Our volunteers have returned for the house dedication and proudly tell their spouses, "I installed that kitchen tile, right there!" Visit our website:

<http://habitatgreatersac.org/>

Any changes/updates to a member's position description must be approved by HFHI National Service.