



Michigan Habitat's AmeriCorps Program

Position Description

Position Title:	Education & Volunteer Coordinator	Category:	AmeriCorps Service Member
Program Administrator:	Habitat For Humanity of Michigan	Site Supervisor:	Education Manager
Placement Location:	Community Homeworks	Travel Required:	To occasional AmeriCorps events
Stipend:	\$6,400	Position Type:	Part-time
HR Contact:	AmeriCorps Program Manager	Date posted:	07/07/2015
Will Train Applicant(s):	Education Manager	Posting Expires:	Open until filled
External posting URL:	http://communityhomeworks.org/new-ameri-corps-opportunity-at-community-homeworks/		

Please send Resume & Cover Letter via:

Fax or E-mail:

(517) 485-1509 or bferrigan@habitatmichigan.org

Subject Line:

Attention: Bridget Ferrigan RE: Community Homeworks Education Coordinator

Online Form:

<http://habitatmichigan.org/get-involved/ameri-corps/ameri-corps-member-application>

Mail:

Bridget Ferrigan, AmeriCorps Program Manager
 Habitat for Humanity of Michigan
 618 S. Creyts Rd Suite C, Lansing, MI 48917

Job Description

Role and Responsibilities

This is a part-time AmeriCorps member position with a requirement to serve for a minimum of 900 hours in a one year term at Community Homeworks. The member will attend several state and local trainings hosted by Habitat for Humanity of Michigan (our National AmeriCorps Service Program partner). The member will earn a stipend of \$6,400. Upon successful completion of the service year, the member will be eligible for a \$2,822 education award to pay off existing student loans or return to school.

The member at Community Homeworks will sustain the homeowner repair and maintenance education program, which is part of a comprehensive package of programs designed to help low-income families meet the challenges of affordably sustaining their homes. The goal of the program is to teach homeowners the importance of maintaining their homes and give them the skills to do so. The member serving in this capacity will:

- Coordinate, schedule, and host workshops for Habitat for Humanity families and the low income community.
- Support existing curricula, content, and materials; update as needed to meet the needs of attendees, partner agencies, and the community we serve.
- Work with the Habitat for Humanity liaison to track and report on partner attendance.
- Assist in recruiting and retaining volunteers in support of the program, including instructors.
- Maintain accurate records and program data.



- Work as part of the organizational team that provides the best, overall, comprehensive programming for the families we serve.
- Occasional driving is necessary to perform some duties.
- Other duties as assigned.

Qualifications and Education Requirements

- High school diploma required.
- Minimum of 18 year of age, US citizen or permanent resident status
- College coursework or degree in community development, non-profit, or education fields preferred but not required

Preferred Skills

- Pass a criminal background and sex offender registry check
- Must have excellent interpersonal communications skills, both one on one and in large groups
- Proficiency with Microsoft Windows, Office and Publisher required
- Ability to work a flexible schedule (some nights and weekends will be required)
- Experience and skill in working with people of diverse backgrounds
- Excellent writing skills
- Excellent organizational skills
- Must have own transportation (mileage is reimbursed)

Reviewed By:	B Ferrigman	Date:	7/2/2015
Last Updated By:	K Dodd	Date/Time:	7/7/2015 9:40am