



AmeriCorps National Position Description

Affiliate/Host Site Name: Pensacola Habitat for Humanity	Host Site Manager (HSM) Name: Kevin Thomas
Program: AmeriCorps National Member Role: Community Outreach Coordination	Will members engage in any of these programs? <input type="checkbox"/> Disaster Recovery <input type="checkbox"/> Neighborhood Revitalization <input type="checkbox"/> Veterans/Military Families <input checked="" type="checkbox"/> None
Service Week (days/times): Monday – Friday, 8:00 AM – 5:00 PM with occasional evenings/Saturdays	Direct Supervisor Name: Crystal Scott
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 (position’s goals in relation to the project as a whole, as well as the impact the project will have in the community)

Create greater awareness about, interest in, and resources for Pensacola Habitat for Humanity’s mission, vision and current activity through relationship building with established donors, volunteers, faith partners, corporate connections, and the general public.

Assist in implementation of community awareness campaign focused on changing public perception of the work that Habitat does in our community and will help to create a program which strives to include participation from all community stakeholders.

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

- **200** volunteers will be recruited and/or managed by this AmeriCorps member in the building, rehabilitation, or repair of homes (repairs include ABWK, Weatherization, Critical Home Repair)
- **0** homes will be built, rehabilitated or repaired in partnership with low-income families and individuals by this AmeriCorps member and volunteers (repairs include ABWK, Weatherization, Critical Home Repair)
- **40** individuals (adults and children) will be provided housing services by this AmeriCorps National member
 - **0** individuals affected by a disaster
 - **15** individuals who are veterans, active military, or their family members

Responsibilities of the position

- Assist in coordination of quarterly dedication celebrations to acknowledge home buyer, volunteers, donors and staff.
- Assist in coordination of quarterly breakfast events to build relationships with existing donors and Volunteers.
- Assist in coordination of annual Community summit to expand knowledge of issues related to community development.
- Working with Volunteer Services, develop and implement the annual gathering/celebration.
- Working with Volunteer Services, assist in guiding volunteer driven leadership and committees for Women Build.
- Develop organized database of statistics, stories and studies for use in grant writing and advocacy
- Assist in the implementation of the Hot Wheels Food Truck Festival.
- Working with the Communications Associate, develop a general content Pensacola Habitat for Humanity video presentation.

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- Assist in coordination of faith initiative to include quarterly breakfast events and an annual build

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 and review of member handbook
 - History of Pensacola HFH & Introduction to the City of Pensacola and Position Specific Training
 - Individual and/or group professional development trainings may be available based on AmeriCorps interest, HSM/supervisor recommendation and budget
 - Host Site Events, including Food Truck Festival (April); annual Homecoming celebration (October); Women Build (October) First Aid/CPR
 - HabitatLearns “Foundations of Habitat” series
 - Lockton Safety Courses
 - 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
 - Monthly meeting with HSM (minimum)
 - Bi-weekly meeting with direct supervisor (minimum)
 - Life After AmeriCorps Training (LAFTA)
 - Staff meetings, Board meetings and home dedications, as appropriate
 - Annual staff/AmeriCorps team build day
 - Individual and/or group professional development trainings may be available based on AmeriCorps interest, HSM/supervisor recommendation and budget
- Host Site Events, including Holiday Fundraiser (December); Art Auction (March); Healthy Habitat Walk-a-Thon (May). Participation in these events will be in line with AmeriCorps program regulations/restrictions.

Education/Experience/Knowledge/Skills

Required:

- Valid driver’s license and ability to meet host site’s insurance requirements
- Microsoft Office Suite (especially Word/Excel)

Preferred/Helpful:

- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity and AmeriCorps
- Ability to work with a diverse group of people of all backgrounds and education levels
- Strong written and verbal communication skills
- Strong research skills
- Detail oriented and highly organized
- Experience working as a member of a team
- Knowledge of community development practices
- Project management experience preferred

Physical requirements for this position

- Ability to sit at a desk and computer for extended periods of time
- About 40% 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.

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Service Site Environment: 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. 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. Some of the time will be spent in the community interacting with our donors, volunteers and other partners.

Personal vehicle required? No Yes If yes, provide explanation detailing necessary usage of vehicle. If member will be using a company vehicle, also include in the details:

Personal vehicle will be required to get to and from the Pensacola Habitat office. There may also be a need to utilize a personal vehicle to attend community meetings or other events.

Mileage for service related travel will be reimbursed at the affiliate rate (does not include travel to/from the service site).

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.

Come serve, learn, lead, and explore in Northwest Florida! Located in the panhandle of the Sunshine State, Pensacola has some of the world's most beautiful beaches. Our AmeriCorps members play an integral role in providing leadership on our project sites, engaging volunteers to become champions for our mission, and creating new tools and systems to build capacity. AmeriCorps members lead and work alongside over 4,000 community volunteers throughout their service year building affordable homes for families in our community. They are given coaching and insight with their own professional development while contributing to the positive good of the local community.

In addition to a living stipend of up to \$12,530 and a \$5,775 education award, Pensacola Habitat provides rent-free housing for members (a security deposit of \$100 is required).

www.pensacolahabitat.org

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