



AmeriCorps National Position Description

Affiliate/Host Site Name: Pensacola Habitat for Humanity	Host Site Manager (HSM) Name: Kevin Thomas
Program: AmeriCorps National Member Role: Family Services 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/Sundays	Direct Supervisor Name: Teresa Debroux
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)

The compelling need for our community is more affordable, decent houses for modest to moderate income families. This member position will build and maintain the pipeline of homeowner families by by assisting our Family Services staff (in conjunction with Lending Operations and Outreach staff, as appropriate) in their efforts to recruit qualified partner families for homeownership opportunities; educate the families about our homebuyer program requirements and the homeownership process; and assist in various aspects of the family selection and family support process as needed. This member position is designed to provide additional support to the Family Services department, particularly in the area of application intake, processing, and approval, to help the affiliate accomplish its goals in recruiting additional partner families and providing support to our existing partner families and the volunteers who work with them. Member will work with six volunteers through one or both of the Family Services Committees.

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

- **0** volunteers will be recruited and/and approved for the homebuyer program by this AmeriCorps member
- **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
 - **5** individuals who are veterans, active military, or their family members

Responsibilities of the position

- Conduct applicant orientations and assist families in the completion of the housing application.
- Become familiar with general program requirements and applicant and partner family files to be able to answer routine questions.
- Become familiar with and assist with the entire partner family approval process, from application intake to application processing to Family Selection Committee involvement and approval.
- Assist applicants in completing the homebuyer program application and determining the appropriate supplemental documents to provide in relation to their particular situation.
- Work with the Family Selection committee (FSC) as they manage their part in evaluating potential partner families for suitability and approval for the homebuyer program. Tasks may include accompanying FSC representatives on home visits, interviewing applicants, writing home visit narratives, and attending FSC meetings.
- Work in collaboration with Lending Operations and Outreach staff to assist with overlapping or complementary

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



AmeriCorps National Position Description

functions that help Family Services to serve potential and current homebuyer applicants, such as attending orientation meetings and assisting with application processing.

- Attend Family Support Committee meetings and assist the staff liaison when needed to better serve the needs of our partner families working on program requirements and moving toward closing on their homes.
- Assist our partner families working on program requirements and moving toward closing on their homes.
- Attend and assist with homeowner education workshops to interact with partner families and provide feedback on possible ways to improve content or course delivery. Collaborate with and assist teachers/facilitators as needed.
- Work with partner families to plan their home dedication as needed.
- On occasion, build alongside partner families as they complete their sweat equity requirements

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
- 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, Family Services Committee 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
- HFHI Loan Originator Compliance Training online modules
- Host Site Events, 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.
- proficient in using 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
- Strong written and verbal communication skills
- Detail oriented and highly organized
- Strong research skills
- Experience working with volunteers or teaching/group facilitation experience
- Experience working as a member of a team
- A second language is highly desirable, with preferred language being Spanish
- Public speaking experience
- Marketing experience

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



AmeriCorps National Position Description

- Knowledge of community development practices

Physical requirements for this position

- Ability to sit at a desk and computer for extended periods of time
- About 10% of this position requires outreach in the community, including visiting buildings and homes that may have stairs.

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:

Members will 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.

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:

Some travel is required for this position. Public transportation options are limited in our community so access to a personal vehicle is required to get to and from service, as well as any required meetings. Approved service-related mileage (beyond commuting to and from service) will be reimbursed per the affiliate's policy.

An affiliate-owned vehicle is available for member to use for service-related meetings and community outreach.

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

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