



Habitat for Humanity[®]

of Tuscaloosa

Gain experience, build resume while helping others!

Habitat for Humanity of Tuscaloosa is seeking a recent college graduate or current grad student to join our team as a volunteer coordinator via the AmeriCorps VISTA program.

VOLUNTEER COORDINATOR

Position Overview

COORDINATE AFFILIATE VOLUNTEERS:

- Work with construction staff, Community Development Director and ReStore Manager to assess weekly volunteer needs and opportunities.
- Create and maintain organization's volunteer calendar & schedule volunteers.
- Communicate daily with corporate partners, University of Alabama campus chapter, community organizations, churches, and/or individual volunteers.
- Disseminate volunteer information, expectations, reminders and follow-ups, via emails, letters and calls.
- Greet, check-in, and thank volunteers at construction site.
- Ensure compliance of Habitat for Humanity International volunteer policies.
- Maintain accurate volunteer records and provide data for reports, grants, and marketing.
- Utilize and maximize benefits of affiliate applications and software for efficient volunteer communication, organization and data management.

BUILD AFFILIATE CAPACITY:

- Marketing: Document volunteer efforts with photos and video; promote volunteerism and acknowledge volunteers by contributing content for newsletter and social media posts.
- Homeowner Services: Schedule and track required "sweat equity" volunteer hours of approved future homeowners.
- Development: Assist with planning and execution of fundraising events, special builds, and campaigns.
- Community Outreach: Enhance relationships with partners, sponsors, donors, volunteers, clients and supporters by sharing Habitat Tuscaloosa's mission, programs, goals and projects.



ABOUT AmeriCorps VISTA

- 12 month commitment
- 32 hours per week
- Bi-monthly pay schedule

- Choice of cash bonus or education stipend upon completion of commitment
- Visit links for AmeriCorps VISTA program information, compensation & benefits

Interested in applying or want to learn more?

Contact Ellen Potts, Executive Director | ellen@habitattuscaloosa.org | 205-349-4629