



**Position Description for a Half-Time AmeriCorps Member
with Habitat for Humanity of Worcester County
2021-2022**

Habitat for Humanity of Worcester County is seeking a Half-Time AmeriCorps member to fulfill the role of Affiliate Support - Family and Volunteer Coordination.

Habitat for Humanity of Worcester County is a local affiliate of Habitat for Humanity International. Our mission is to provide permanent housing solutions to Worcester County residents ensuring all are entitled to a decent, safe place to live. We accomplish this through a combination of new home builds and critical repairs and have recently launched a veteran's repair program. We also operate a 8,250 square foot ReStore which accepts gently used furniture, appliances, building supplies, and housewares and sells them at reduced pricing back to the local community. The proceeds support the mission of the Habitat affiliate.

Member Responsibilities:

- Field calls and emails related to family programs
- Act as the family liaison (once the family application has been approved); check in weekly with the family, schedule home visits (as needed), act as conduit between the family and the contractors for critical repairs and builds; track sweat equity; schedule ground breakings
- Make calls to request or follow up on construction bids
- Schedule equipment for construction sites as directed by management
- Order materials for volunteers such as t-shirts, safety equipment & lunch supplies
- Coordinate and schedule volunteers for construction projects - provide basic safety training (program provided); make sure all waivers are signed, take photos for media; track volunteer hours in database
- Provide outreach to present family programs and volunteer opportunities to local groups as opportunities arise
- During periods of down time (no application rounds or active construction projects), assist Executive Director with administrative functions and Development Coordinator with outreach

Requirements for applicants include the following:

- Have a strong interest in serving the community
- Be able to relate to diverse populations
- Be at least 18 years of age

- Able to provide copy of either high school diploma, GED, or college transcript
- Have reliable transportation
- Must successfully pass a comprehensive Criminal History Check, which includes FBI fingerprinting
- Must be a U.S. Citizen, U.S. National, or lawful permanent resident alien
- Applicants DO NOT need to be college students, anyone from the community who fits the above requirements may participate.

Benefits available to the AmeriCorps Member:

- Valuable experience
- A bi-weekly stipend of \$300.00
- An education award of \$3,172.50 for future educational expenses or repayment of federal student loans - members who are age 55 or older may gift their ed. award to a child or grandchild
- Federal student loan forbearance while in service, with exemption from paying interest accrued during that time
- 6 tuition-free credits at Salisbury University for completion of training course
- Access to AmeriCorps Alumni Network

Hours will mostly be served during our office hours: Wed - Fri 10am - 3pm, however, during active builds/construction projects some Saturdays will be required. Remote work is also possible Mon - Tues to fulfill hours.

The member will begin on or after August 15th, 2021 and must complete 900 hours by August 14th, 2022.

This position is offered through a partnership with ShoreCorps, the AmeriCorps program at Salisbury University. It is contingent upon federal funding and approval of the AmeriCorps office.

To fill out an application, visit www.salisbury.edu/amicorps and click on 'Become a Member' and then 'Fill out an application.'

AmeriCorps is a network of national service programs, made up of three primary programs that each take a different approach to improving lives and fostering civic engagement. Members commit their time to address critical community needs. Similar to the Military or the Peace Corps, AmeriCorps is another form of service to our country. The mission of AmeriCorps is to make our people safer, stronger and healthier; to strengthen our communities; and to Get Things Done for America. Our program, ShoreCorps, is one of hundreds of AmeriCorps programs nationwide. To learn more about AmeriCorps <https://www.nationalservice.gov/programs/amicorps>

Salisbury University has a strong institutional commitment to diversity and equal employment and educational opportunities for its faculty, staff and students. To that end, the University prohibits discrimination on the basis of sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, genetic information, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristics. The University adheres to the EEO/AA policies set forth by federal and Maryland laws. Direct all inquiries regarding the nondiscrimination policy to: Humberto Aristizabal, Associate Vice President of Institutional Equity, Title IX Coordinator, Room 100 Holloway Hall, 1101 Camden Ave. Salisbury, MD 21801; Tel. 410-543-6426.