



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

Habitat for Humanity of Worcester County is seeking a Half-Time AmeriCorps member to fulfill the role of ReStore Community Liaison & Volunteer/Donor Coordinator.

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:

- On site communications representative for Habitat program inquiries; educate ReStore patrons, donors & volunteers on the mission of Habitat & its relationship to ReStore
- Create the ReStore "Wall of Fame" to showcase Habitat projects, community partnerships, ReStore accomplishments, and volunteer recognition
- Community/Volunteer Outreach - Promote the ReStore to increase volunteers, clientele, and donations by presenting to local groups via on site and virtual opportunities; research and identify new opportunities
- Provide basic safety training (program provided) to volunteers; make sure all waivers are signed, take photos for media; track volunteer hours in database
- Order materials for volunteer support/recognition such as t-shirts, lunch
- Work with staff to identify gaps in merchandise and in turn, directly with donors to facilitate donations through all steps in the process to complete inventory, secure repeat donors, and increase support for Habitat programs.
- Make calls/emails to request or follow up on donations from businesses and partners
- Assist ReStore staff by working directly with customers/donors to answer questions/facilitate daily operations in support of Habitat programs

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.