



AmeriCorps National position description

Local Habitat organization	Habitat for Humanity Choptank
Host site manager	Nora Skiver
Direct supervisor	
Length of term of service	<input checked="" type="checkbox"/> Full time for 10 ½ months <input type="checkbox"/> Part time for 10 ½ months
Service week (days/times) Example: Tuesday-Saturday, 8:30 a.m.-5 p.m. with occasional evenings or Sundays	Monday – Friday, 8:30 am to 5:00 pm with occasional evenings or weekends
Is a personal vehicle required for service?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will member be actively building on the construction site at least one day per week?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Homeowner services coordinator

Homeowner services coordinator - Homeownership

The homeowner services coordinator builds and maintains the pipeline of homeowners by leading efforts to recruit and educate qualified individuals and families. They serve as the main point of contact as each potential homeowner goes through the application process. Together with a homeowner selection committee, they help approve homeowners for our homeownership program, serving both Talbot and Dorchester Counties..

Service activities

- Coordinate existing programs to recruit homeowner applicants for traditional homeownership opportunities.
- Conduct applicant orientations and assist individuals and families throughout process of completing the housing application.
- Work with the homeowner selection committee to select individuals and families based on established criteria and regulations.
- Work with the homeowner services committee and staff members to provide educational opportunities to homeowner families.
- On occasion, build alongside homeowner families as they complete their homeownership requirements.

AmeriCorps members may not perform prohibited activities as outlined in [45 CFR §2520.65](#) nor may they supplement, duplicate or displace staff members in place at the host site.

Member development

Minimum expectations are outlined in the member development guidance, which will be available during the interview process, with the understanding that further trainings may be required, as determined by the host site, Habitat for Humanity International or our federal funder. AmeriCorps National members' training may not exceed 20% of their aggregate hours.

Experience, knowledge and skills

Minimum requirements

- AmeriCorps members must be a U.S. citizen, national or lawful permanent resident.
- AmeriCorps members must be at least 18 or older.
- AmeriCorps members must have a high school diploma or GED.
- AmeriCorps members may have recurring access to vulnerable populations and must satisfy the National Service Criminal History Check eligibility criteria.

Preferred qualifications

- Knowledge of and willingness to promote the mission and activities of Habitat for Humanity International and AmeriCorps.
- Ability to work with a diverse group of people.
- Strong written and verbal communication skills.
- Detail oriented and highly organized.
- Experience working with volunteers, instructing individuals or facilitating groups.
- Experience working as a member of a team.
- Basic experience with Microsoft Office Suite, especially Word and Excel.

Physical requirements

- Ability to sit at a desk and computer for extended periods of time.
- About 30% 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 may have uneven terrain.

Service site environment

Member will primarily serve in an open-space office and will share the area with other staff or fellow 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 transportation is required, as our office is in a rural area with limited opportunities for public transportation.

LEARN MORE

Related resources can be found at <https://hfhi.sharepoint.com/sites/VolunteerPrograms/SitePages/host-site-application-resources.aspx> on the Knowledge Center.