



Rebuilding Together CapacityCorps

AmeriCorps Program Coordinator



Host Site: Rebuilding Together Dutchess County

AmeriCorps Program: CapacityCorps

Title: AmeriCorps Program Coordinator

Location: Poughkeepsie, New York

About Our Community

Since our founding in 1992, we have partnered with approximately 13,800 volunteers to complete more than 750 home repair projects, investing a market value of \$6.6 million into communities throughout Dutchess County. Our efforts impact both low-income homeowners in our community who cannot afford to make necessary repairs to their homes and the larger community as we work to stabilize neighborhoods. The challenges we face in addressing the issues surrounding affordable housing in our community are many:

- One-third of the households in Dutchess County are at or below 80% of the area median income.
- According to the U.S. Department of Housing and Urban Development, housing is considered affordable when it costs no more than 30% of a household's income; and more than 35% of Dutchess County's homeowners are cost-burdened based on this guideline.
- The American Red Cross cites home fires as the biggest disaster threat facing American families with deaths and injuries remaining constant over the last 20 years, and certain factors increase one's risk of fire death and injury, including being low-income, older than 65, or younger than 18. Nearly 100% of the homes we serve do not have adequate smoke and carbon monoxide detectors, and many have none.

One of our focus areas within Dutchess County is the City of Poughkeepsie and in particular the Northside. The Northside of Poughkeepsie is a largely residential area of the City that has the area's highest poverty rates and lowest average incomes. With an aging housing stock and often vacant, blighted homes, the need for new, safe, affordable housing is in high demand.

In 2019, our goal is to complete 125 Home Safety and Fire Prevention projects, 10 Handyman project 15 Rebuilding Day projects and two Community Strong project and our AmeriCorps members will play a large part in that capacity building and growth.

Summary of Position

The AmeriCorps Program Coordinator oversees all aspects of running a program of Rebuilding Together, from meeting with clients to developing scopes of work, or from presenting to volunteer groups to managing inventory. This position is a great opportunity for someone who likes every day to be different and seeks experience in nonprofit program coordination. The AmeriCorps Program Coordinator meets with clients, activates community volunteers, organizes logistics, oversees rebuilding projects, collects data and compiles program reports. The AmeriCorps Program Coordinator is involved in all aspects of



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our organization and works as part of our team to increase our capacity, efficiency, and quality of services.

Essential Duties and Responsibilities

- Pursue a robust client and volunteer outreach strategy that will increase awareness of the program among our target populations, including: attending community meetings and other events; creating and distributing materials; contributing client- and volunteer-focused content for social media, newsletter, and website; presenting at community organizations and tabling at resource and volunteer fairs.
- Oversee the client application process for the program, including: assisting potential clients with the application, managing homeowner application intake, and tracking the client application/approval process in the database.
- Collaborate with staff to place volunteers with appropriate projects, schedule projects and develop project timelines, get tools and materials on site, and meet with clients to ensure they know what to expect on project day.
- Oversee general volunteers in completing direct hands-on repairs/installations. Ensure that volunteers are trained in their task and have access to tools/materials, that proper safety procedures are being followed, that the work product is of good quality, and that volunteers enjoyed and feel appreciated for their service.
- Arrange purchase and delivery of crucial project needs, including: tools and materials, personal protective equipment, water and snacks. Maintain a system for warehouse inventory to allow bulk purchasing, the reuse or repurposing of tools/materials, and an efficient supply chain. Ensure routine maintenance of Rebuilding Together-owned tools between projects.
- Maintain a record-keeping system for program services, including client and project data. Evaluate program data and create reports on progress toward program goals. Complete any paperwork and file closeout for each rebuilding project within the program.
- Develop and coordinate trainings, resources, and presentations on healthy housing for both homeowners and volunteers. Encourage community and homeowner attendance through outreach strategies. Trainings such as these leverage our work by promoting community awareness of housing issues and empower people to perform routine home maintenance and reap the benefits.

Knowledge, Skills, and Abilities

Preferred

- Experience with database and inventory systems or willingness to learn
- Experience with construction methods, home repair, and housing issues
- Comfort with speaking and presenting in front of large groups--experience training or teaching adults/volunteers is a plus
- Ability to work equally well on independent projects as well as on collaborative, team projects



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Required

- Volunteer service experience; managing or coordinating other volunteers is a plus
- Proficient with Microsoft Word, Excel, and use of internet
- Ability to function in a fast-paced, collaborative environment where each team member must balance being organized and detail-orientated with being flexible and keeping up with changing scopes of project work
- Ability to communicate in clear and encouraging language with a diverse community and staff—in writing, in person, and over the phone

Description of Physical Demands

- Must be able to navigate an active construction site, including: climbing stairs and ladders, standing, lifting, and carrying for extended periods of time over difficult terrain.
- The majority of time will be spent in the office; must be able to use a computer and phone for extended periods of time.
- Must be able to lift 20 pounds on a regular basis as part of their responsibilities to complete direct hands-on repairs and assist with the delivery of tools and materials.
- Must be able to lift 10 pounds on a regular basis as part of their responsibilities to bring materials to meetings, such as boxes of pamphlets, screen and projector, etc.
- They must be able to travel independently to meetings in the community and in client homes
- They will assist with several rebuilding days during the term—as such they must be able to walk, climb stairs, stand, lift, and carry for extended periods of time.

Other Requirements

- Access to reliable transportation for regular travel during the work day as part of core responsibilities
- Use of a personal vehicle is recommended due to inadequate public transportation
- Valid driver's license

Background Check

CapacityCorps members are required to pass an FBI criminal background check with fingerprints, applicable state background checks, and an NSOPW check. For more information about disqualifying findings, visit our FAQ's on our website, www.rebuildingtogether.org/capacitycorps.

Prohibited Activities

AmeriCorps members may not engage in any of the AmeriCorps Prohibited Activities (see below) directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed below. AmeriCorps members will not recruit or coordinate volunteers for the purposes of raising funds for his/her living allowance, Rebuilding Together's general operating expenses, or write grant applications for funding provided by CNCS or other federal agencies.

Any volunteer recruitment, training, management, or coordination listed above as completed by the AmeriCorps member pertains to volunteers engaged in work directly related to rebuilding project implementation only.

AmeriCorps Prohibited Activities

Prohibited Activities. While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

- a) Attempting to influence legislation;
- b) Organizing or engaging in protests, petitions, boycotts, or strikes;
- c) Assisting, promoting, or deterring union organizing;
- d) Impairing existing contracts for services or collective bargaining agreements;
- e) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h) Providing a direct benefit to—
 - i) A business organized for profit;
 - ii) A labor union;
 - iii) A partisan political organization;
 - iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - v) An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
- i) Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- j) Providing abortion services or referrals for receipt of such services; and



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k) Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

Citations:

- 45CFR § 2520.65 - http://www.americorps.gov/help/ac_sn_all_2012/WebHelp/index.htm
- 2012 AmeriCorps Provisions IV.D.3 - <https://egrants.cns.gov/provisions/ACProvisions2012.pdf>