



Rebuilding Together CapacityCORPS

AmeriCorps Program Coordinator



Host Site: Rebuilding Together Philadelphia

AmeriCorps Program: CapacityCORPS

Title: AmeriCorps Program Coordinator, Vo-Tech in the House!

Location: Philadelphia, Pennsylvania

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About Our Community

In Philadelphia, an estimated 131,000 homeowners cannot afford to maintain their homes. For many low-income homeowners, the cost of maintaining an aging home (Philadelphia has some of the oldest housing stock in the nation) is more than many families can manage. They spend as much as 50% of their limited income on home repairs, or are forced to choose between home repairs, buying food and medicine, or paying utility bills. For seniors on a fixed income, this challenge is often even greater. The AmeriCorps Program Coordinator will allow Rebuilding Together Philadelphia to deliver essential repairs to 25 seniors and to build the construction skills and soft skills of 25-30 Philadelphia high school students each year.

Summary of Position

The AmeriCorps Program Coordinator for the Vo-Tech in the House! program assists with all aspects of running our Vo-Tech in the House! program. This program focuses on providing real-life work experience for high school construction students while offering essential safe and healthy housing repairs for low-income seniors in Philadelphia. The Program Coordinator will assist in everything from meeting with clients to developing scopes of work, or from leading 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, organizes logistics, oversees rebuilding projects, collects data and compiles program reports. The AmeriCorps Program Coordinator is involved in all aspects of our organization and work as part of our team to increase our capacity, efficiency, and quality of services.

Essential Duties and Responsibilities

- Assist with the client intake process for the program, including: working with our community partners while they collect applications, reviewing applications for eligibility, collecting missing paperwork, scheduling home assessments, completing home assessments, and tracking the client application/approval process in the database.
- Assist with project scheduling and project timelines, developing material lists, getting tools and materials to site, and working with clients to ensure they know what to expect on project day.
- Oversee student volunteers in completing direct hands-on repairs. 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, dumpsters and other rented items, 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.
- Pitch in with office-wide projects including three Block Builds per year (includes long days and weekend hours for these Block Builds), and other single day projects.

Knowledge, Skills, and Abilities

Preferred

- Experience with database systems, such as Salesforce, for tracking homeowner data and outcomes
- Experience with construction methods, home repair, and housing issues
- Experience training or teaching high school age students or volunteers is a plus
- Ability to work equally well on independent projects as well as on collaborative, team projects
- Bachelor's Degree or trade certification

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
- Some college or previous professional experience

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; they must be able to use a computer and phone for extended periods of time.
- Must be able to lift 50 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.
- 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

- Valid driver's license and driving record to allow use of affiliate-owned or –rented vehicles or trucks
- Access to reliable transportation for daily commute and travel during the work day or comfort with traveling via public transportation
- Comfort backing up a vehicle with a trailer (or willingness to learn)

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



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- 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
- 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>