



# Rebuilding Together CapacityCORPS

## AmeriCorps Project Coordinator



Host Site: Rebuilding Together Platte Valley East  
AmeriCorps Program: CapacityCORPS  
Title: AmeriCorps Project Coordinator  
Location: Fremont, Nebraska

### About Our Community

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Fremont is located in Dodge Co., Nebraska. Fremont's population is rapidly growing, and though the unemployment rate and cost of living are relatively low, more than 17% of residents had incomes below the poverty line in 2015. Residents over age 65 constitute a significant and growing portion of the population and are our largest client group. In Fremont, 69% of seniors live in homes they own; 32% live alone; 29% have incomes below the poverty line; and 31% received food stamps in the last year. There are at least 2,700 elderly homeowner households with mobility or self-care limitations, and those numbers are growing.

In the 11 years that Rebuilding Together Platte Valley East has operated, we have helped dozens of homeowners make their homes safer, healthier and more accessible, touching the lives of hundreds of homeowners and neighbors. We incorporate Rebuilding Together's Safe and Healthy Housing protocol which has significantly expanded our scopes of work, and we have an active accessibility program through which we install and maintain several ramps annually. We are fortunate to have good community support for our work, including individual donations as well as grants from local organizations and foundations, and a strong volunteer network that just this past year provided almost 3,000 hours of service. The AmeriCorps Project Coordinator is part of the strategy for meeting current needs for project, outreach, and volunteer management, as well as for helping us identify and build a staffing structure that will meet our future needs as we continue to assist homeowners and become more involved in community housing work.

We are now poised to expand our services into a second county as we participate with the Rebuilding Together national office as a recipient of a HUD Rural Capacity Building grant. While considerably smaller in population than Dodge Co., Cuming Co. has similar challenges - lower income homeowners, an aging population, and older homes in need of renovation. The grant will fund the hiring of a Program Coordinator in there who will work to build our visibility there and build local partnerships. The AmeriCorps Project Coordinator will assist with activities in both counties.

### Summary of Position

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A well-run rebuilding project requires a lot of planning and skill behind the scenes to ensure that clients, volunteers, and others come together to have an impactful, uplifting project day. The AmeriCorps Project Coordinator will work within the community to activate local citizens to get involved through volunteering with Rebuilding Together. The AmeriCorps Project Coordinator will engage both skilled-trades and unskilled volunteers to build our capacity to respond to client needs. This individual will



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manage rebuilding projects from start to finish, beginning with the initial visit to assess the client's home repair needs, through the completion of the workscope and final project evaluation. They will coordinate with clients, skilled volunteers, community partners, vendors, inspectors, and staff to develop and implement sustainable and effective project logistics practices. The AmeriCorps Project Coordinator will follow up with clients after each project to ensure that the health or safety concerns of the clients were addressed according to the workscope and complete any punchlist items.

### Essential Duties and Responsibilities

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- Conduct general volunteer outreach, including giving presentations to groups and attending community meetings, neighborhood events, and volunteer and community fairs.
- Work with staff to create and implement continuous and sustainable engagement using a variety of media to promote our work as well as to celebrate the impact of our volunteers.
- Serve as the main point of contact for volunteers.
- Design and conduct volunteer orientation/training as needed.
- Coordinate communication between clients, staff, and contractors such that all parties are on the same page about workscope, timeline/timing of project elements, and expectations.
- Meet with clients to complete home assessments, develop a workscope and materials list, and collaborate with other team members to develop a project timeline (especially if coordination with volunteers or contractors is required).
- 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.
- Oversee general 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.
- Complete direct hands-on repairs, including but not limited to: rough/trim carpentry, tile work, grab bar installation, wheel chair ramp/safe entry/egress repairs, interior/exterior painting, and weatherization.
- Obtain necessary permits, inspections, and other approvals to begin work.
- At the end of each rebuilding day, evaluate productivity against the workscope and ensure quality and completion of work. Upon completion of the project, survey clients to measure short- and long-term outcomes and overall client satisfaction.

## Knowledge, Skills, and Abilities

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### Preferred

- Bachelor's Degree or relevant life/work experience
- Experience with databases and database systems or willingness to learn
- Solid interpersonal skills and ability to make connections and build relationships with volunteers
- Ability to work with diverse clients, volunteers, and staff to create a friendly, helpful atmosphere
- Volunteer service experience; managing or coordinating other volunteers is a plus

### Required

- Comfort with speaking and presenting to groups--experience training or teaching adults/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

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- 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 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.
- Must be able to lift 25 pounds on a regular basis as part of their responsibilities to bring materials to meetings, such as boxes of pamphlets, screen and projector, etc.
- Must be able to travel independently to meetings in the community and in client homes
- 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

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

## Background Check

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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](http://www.rebuildingtogether.org/capacitycorps).

## Prohibited Activities

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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



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- 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](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>