



Rebuilding Together CapacityCORPS

AmeriCorps Program Coordinator



Host Site: Rebuilding Together South Sound
AmeriCorps Program: CapacityCORPS
Title: AmeriCorps Program Coordinator
Location: Tacoma, Washington

About Our Community

Many of our clients live in homes that are 50 years old, on average. Older homes are more likely to need repair, characterized by missing siding, broken windows, holes in the foundation, a sagging roof or holes in the floor, or experience water leakage from the outside, exposing residents to health risks from mold and other allergens. Older homes have several times the risk of fires caused by electrical wiring. In addition, older homes pose significant health and safety risks to older adults and people with disabilities who need well maintained homes and basic modifications to prevent falls.

- 53% were living with disabilities, many of which require significant home modifications to increase access and mobility, such as exterior ramps, widened doorways, or wheel-in showers.
- 45% were over the age of 62. Seniors often have specific housing needs, such as accessibility modifications or safety adjustments to correct dangerous conditions like steep staircases, uneven flooring, and unsafe bathrooms.
- 6% were veterans. Military families face a range of housing challenges, many of which stem from service-related disabilities, and they are exposed to the same issues of home retrofit unaffordability experienced by other Americans with disabilities, making home modifications needed to live safely in their homes difficult to afford.
- 16% were families with children. The safety and health of a home is particularly important for children as they are most vulnerable to lead exposure and asthma, two common health risks created by deferred maintenance and substandard housing. Housing-related health problems that begin in childhood have a lasting, lifelong impact; correcting housing deficiencies helps fight against chronic conditions, preventing them before they start.

Come build your skills and help us serve the most vulnerable people in our community.

Summary of Position

The AmeriCorps Program Coordinator oversees most aspects of running home repair programs at Rebuilding Together South Sound, from meeting with clients to developing scopes of work, and from presenting to volunteer groups to managing inventory. This position is a great opportunity for someone who likes every day to be different, seeks experience in nonprofit program coordination and is interested in community outreach, event planning and building nonprofit corporate relations. The AmeriCorps Program Coordinator will manage stand-alone projects as well as days of service, throughout their service term and will be responsible for meeting with clients, evaluating repair needs alongside a skilled contractor, activating community volunteers, organizing logistics, collecting data and compiling program reports. They will coordinate with clients, skilled volunteers, community partners, contractors, and staff to develop and implement sustainable and effective project logistics practices. The

AmeriCorps Program Coordinator is involved in many aspects of our organization and work 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, completing initial interviews with clients, completing home assessments, and tracking the client application/approval process in the database.
- Collaborate with staff to place volunteers with appropriate rebuilding projects or secure contractors, 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.
- Coordinate communication between clients, staff, House Captains, and contractors such that all parties are on the same page about work scope, timeline/timing of project elements, and expectations.
- 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.
- Arrange purchase and delivery of crucial project needs, including: tools and materials, personal protective equipment, dumpsters and other rented items, water and snacks. 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.
- Recruit House Captains to provide on-site leadership of volunteers completing direct hands-on repairs and other skilled-trades volunteers to complete skilled repairs and modifications. Conduct trainings to bring volunteers in leadership/specialty roles up to speed on Rebuilding Together's model of delivering services and completing projects.
- Assist in coordinating and installing grab bars in homes of vulnerable homeowners.

Knowledge, Skills, and Abilities

Preferred

- Experience with database systems or willingness to learn
- General knowledge of construction skills and housing needs
- 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
- Ability to sustain high-level of activity on project event days

- Volunteer service experience; managing or coordinating other volunteers is a plus

Required

- Ability to compose professional written communications for a variety of audiences, including social media (Facebook, Twitter, e-Newsletter)
- Proficient with Microsoft Word, Excel, and use of internet
- Ability to communicate in clear and encouraging language with a diverse community and staff—in writing, in person, and over the phone
- 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

Description of Physical Demands

- 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 climb a full flight of stairs.
- 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 15+ 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 daily commute; use of a personal vehicle is recommended due to inadequate public transportation
- Access to reliable transportation for regular travel during the work day as part of core responsibilities

Program Location

Rebuilding Together South Sound is located in Tacoma and is Washington State's 3rd largest city with just over 215,000 people. Tacoma is a city with a long history of blue collar industry and has a large artist and craftsmanship culture. It's home to Point Defiance which is the 2nd largest city park in the country, urban/guerrilla art in the form of Beautiful Angle posters and Tacoma Rocks, and Stadium High School which was featured in the 90's teen classic 10 Things I Hate About You. Tacoma is located in Pierce County which extends from portions of the Olympic Peninsula to Mt Rainier National Park; our service area is urban, suburban, and rural.

Pierce County is home to Washington State's highest peak Mount Rainier (14,411') and the National Park, Joint Base Lewis-McChord a combined Army/Air Force base, and Chambers Bay Golf Course, home of the 2015 US Open. Our area is unique in a lot of ways – amazing geography, deep connections among

local governments and social services, caring and active community members, slowly navigating a better public transportation system while going through cycles of rapid growth, and an economy that is balancing new tech industry money and the demand for family wage jobs. We're close to everything – about 1 hour to Seattle or Olympia, 2 hours to the mountains or the beach, 3 hours to Portland or Canada (if you time it right for traffic's sake). It does rain here. A lot. But the summers are splendid and there's something magical about the way the fog hovers in the evergreens in the winter.

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—



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- 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>