

2024-2025 AmeriCorps Member Position Description



Partner Organization Name: Rebuilding Together Baton Rouge

Corps Member Position Title: Outreach & Volunteer Coordinator

Supervisor: Kristopher Lewis

Days/Hours of Service: M-F 9-5

Physical Location: 4371 Mohican-Prescott Crossover, Baton Rouge, LA 70805

Organization Mission and/or Goals:

The Rebuilding Together Baton Rouge affiliate formed in 2003. We are a 501(c) (3) organization and one of over 130 nationwide Rebuilding Together affiliates. In October of 2004, we completed the first three home renovations. Today we have completed hundreds of projects in the greater Baton Rouge community. As we have grown locally, many organizations and corporations have supported RTBR, joining our mission through monetary donations, volunteers, and in-kind donations.

Program Mission and/ or Goals:

Our home repair services are aimed at allowing elderly or disabled low-income homeowners to stay in their homes longer. We focus on helping those most vulnerable to the rising cost of living and falling social service budgets. RTBR believes in revitalizing communities and preserving affordable homes by providing free home repairs, improvements and senior living modifications. We aim to make homes safer, more accessible and more energy efficient.

Member Position Summary:

In support of our critical home repair service, we are seeking an Outreach and Volunteer Coordinator to streamline intake processes for potential clients and volunteers. This individual will also be responsible for fostering community engagement and providing essential resources to community members as needed.

Member Impact:

At the end of the service term the Outreach and Volunteer Coordinator will have facilitated access to vital services and resources for low income homeowners facing critical home repair needs, thereby contributing to community welfare. They will have strengthened the organization's ties with the community by providing assistance and support where needed. They also will have helped expand

the organization's impact by reaching and assisting individuals who may not otherwise seek help. By fulfilling this role effectively, RTBR can better serve its mission of allowing low income homeowners to age in place.

Essential Functions of Position:

- Conduct intake interviews with potential homeowners
- Assess homeowner needs and provide appropriate resources and referrals
- Assist with administrative tasks as required (entering applications and volunteer hours into data system)
- Develop strategies to recruit and retain volunteers
- Coordinate volunteer schedules and assignments for events and activities
- Provide orientation and training for new volunteers
- Regularly communicate with volunteers to ensure engagement and satisfaction
- Evaluate volunteer performance and recognize contributions
- Collaborate with other team members to integrate volunteer efforts seamlessly into organizational activities

Skills, knowledge and trainings the corps member should expect to gain from this position

- Understanding of non-profit organizations and their missions
- Cultural competency and sensitivity to diverse populations

Ideal Candidate Qualifications

- Strong interpersonal and relationship-building skills
- Understanding of volunteer management principles and best practices
- Strong organizational and time-management abilities
- Leadership and team-building skills
- Cheerful attitude and overall desire to help people
- Strong communication skills, both written and verbal
- Ability to work independently and as part of a team
- Understanding of non-profit organizations and their missions
- Cultural competency and sensitivity to diverse populations
- Proficiency in Microsoft Office suite and other relevant software applications
- Own vehicle or reliable transportation required for the productivity of this position