



AmeriCorps Member Position Description



Member Position / Title:
Program Associate, Volunteer Coordinator

of Member Slots in this Position: 1

Member Immediate Supervisor Name:
Aaron Frumin

Days / Hours of Service
Tuesday - Saturday, 8am - 4:30pm
This position may involve some flexible hours as needed for volunteer and community events

Member Immediate Supervisor Title:
Executive Director

Partner Organization Name:
unCommon Construction

Address: 6601 Franklin Ave, New Orleans, LA 70119

Website: www.unCommonConstruction.org

Organization/Agency Mission and/or Goals:

unCommon Construction uses the build process to empower youth to lead the workforce after high school or college.

Program Mission and/or Goals:

Through unCommon Construction's Apprenticeship program, students from different high schools apply to join a diverse team to earn hourly pay and school credit for building a house in a semester. Upon the sale of each home, apprentices also earn a matching "Equity Award" scholarship for further education, certifications or the tools they need for long-term employment. Each semester and over the summer students from uCC's partner schools join a diverse team to build a house from start to finish while building their relationships and skills. Every Saturday, the crew meets on uCC's build site and works alongside community volunteer groups, developing technical and transferable skills. Then on Thursdays the team meets after school to build their team through activities and industry presentations. At the end of their time with unCommon Construction – whether that is one semester or many – Apprentices are equipped with the skills and experience to succeed in the workforce or higher education of their choice when they graduate high school.

Community Need:

1. **Students** need work-based learning experiences that build awareness and exposure to high wage, indemand career pathways that may or may not require a 4-year degree, so that they can enter the workforce with confidence after graduating high school or college because.....

2. **Employers**, especially those in and around the construction industry, need stronger entry level employees who consistently demonstrate leadership and soft skills related to problem solving, personal mindset, communication, social awareness, collaboration, and planning for success because....
3. **Schools** lack opportunities to engage students in real-world learning environments that authentically replicate workplace expectations while also providing context for classroom content...
4. AND, **youth** need earlier and more strategic social, professional, and financial resources to facilitate and expedite their transition from education to employment, so they do not become disengaged, dropout, or otherwise miss opportunities that are available in the community.

Member Position Summary:

The primary function of the Volunteer Coordinator is to recruit, schedule, and manage communications with unCommon Construction's community and volunteers in a way that leads to a successful build experience for apprentices and partners.

Member Impact:

unCommon Construction prides itself in how it integrates meaningful and purposeful volunteerism into its programming. Each semester, unCommon Construction engages more than 500 volunteers in Build Day experiences and after school sessions. This contributes to the organization's mission be creating positively affirming and empowering share experiences between uCC's high school apprentices and our volunteer community, which is composed of college students, educators, industry professionals, employers, partners and more. In addition to expanding apprentices' awareness and networks, uCC's method of volunteer engagement also serves to destigmatize vocational education and challenge our community's assumptions about the power and capacity of youth from under-resourced communities.

Having corps member dedicated to the expansion and refinement of our volunteer programs will be critical to future success and to uphold the organization's standard and reputation of creating lasting volunteer experiences. The Serve Louisiana member's impact in their capacity as Volunteer Coordinator is measured by the number of volunteers engaged, feedback surveys completed, social media and online engagement and ultimately more positive outcomes for uCC's growing alumni population.

Essential Functions of Position:

uCC's Volunteer Coordinator will regularly engage in the following core functions:

1. Volunteer Recruitment & Scheduling
 - a. Maintaining an engaging and mission-aligned social media and online presence the communicates uCC's mission, vision, and values in an authentic and compelling way.
 - b. Initiating and continuing communications via e-mail, phone or in person to schedule mission-aligned groups of volunteers for uCC's apprentice program build day.
 - c. Expanding upon and developing uCC's new "unCommon Krewe" of returning individual volunteers, including scheduling and facilitating trainings and other culture-building events.
2. Pre-Build Day Communications

- a. Scheduling and sending templated e-mails with important logistical and safety information, including waivers, lunch orders and the like.
 - b. Communicating with uCC's Program Team about predictable volunteer needs/capacity and/or changes or fluctuations in volunteer numbers for Build Days.
- 3. Build Day Hospitality
 - a. Set up and maintain a presence at the Build Day Hospitality table in the morning, to welcome the day's volunteers, collect waivers, answer questions and the like.
 - b. Capture Build Day events via photo, video or other to add value to uCC's online presence
- 4. Post-Build Follow-Ups
 - a. Sending and scheduling e-mails and personal, handwritten thank you notes that include photos from the volunteer experience, follow up surveys and information about future engagement opportunities.
- 5. unCommon Krewe Training, Coordination & Stewardship
 - a. The ServeLA corps member will take a leading role in developing and engaging uCC's newly forming "unCommon Krewe," a small community of the organizations most highly engaged constituents who will receive specialized training to become assets in a range of activities on and off uCC's build site. The objective of this new aspect of our organization is to contribute develop capacity to implement uCC's intentional systems that facilitate the meaningful engagement of our high school apprentices, community and industry volunteers, mentors and employers.

Required Knowledge, Skills, and Abilities

unCommon Construction values six core skill competencies, identified by MHA Labs' research-based study (MHALabs.org), which contribute to key components of the organization's structure and culture of our program and impact: Personal Mindset, Social Awareness, Planning for Success, Communication, Collaboration and Problem Solving.

Successful candidates for this position will have strong technical skill or experience in written & verbal communication, systems for organization (calendars etc...), proficiency in Google Drive Suite (Google Docs/Sheets etc...), experience across social media platforms such as Facebook Pages, Instagram and Twitter and the like.

Required Academic and Experience Qualifications:

There are no required academic or experience qualifications beyond Serve Louisiana's baseline at this time. However, highly successful candidates may have prior or sustained experience in coordinated volunteer events such as with Habitat for Humanity, KaBOOM! and the like.

