

Disaster Recovery Volunteer Coordinator
Full Time 1700 hours



Program Overview:

Build your Career - Make a Difference - Get Paid - Reduce Student Debt

SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 50+ staff and over 300 AmeriCorps members, SBP has rebuilt more than 1,300 homes across 8 states, and has shared best practices with nonprofits, recovery groups, and government entities across the country. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services over time by increasing preparedness among vulnerable communities.

SBP is an organization that attracts AmeriCorps Members and employees who embrace innovation and constant improvement, enjoy rising to meet pressing challenges, believe in community-wide collaboration, and can develop and achieve clear benchmarks to reduce human suffering.

SBP encourages individuals that are hungry for change to join our team so that we can improve the future of disaster recovery together. SBP strongly believes that a diverse staff and AmeriCorps team will ensure that our organization remains strong and continues to grow to meet the needs of the broad-range of communities that we serve, and we seek to create a diverse corps consisting of individuals of all ages, backgrounds, ethnicities, and beliefs.

In exchange for bringing your talents to SBP, you will gain marketable job skills that will help you pursue a wide-variety of careers, while also having an opportunity to make a positive difference in the lives of individuals and families who have been impacted by disaster events. To help support your service, you will also receive the following benefits:

Benefits Provided to SBP AmeriCorps Members

- Monthly Living allowance of \$1,263.
- An additional \$150 monthly housing stipend for individuals who have previously served in AmeriCorps, NCCC, or VISTA.
- Free limited health coverage benefits
- An education award of \$5,815 upon successful completion of each 10 month term. (More information can be found at: http://www.americorps.gov/for_individuals/benefits/benefits_ed_award.asp).
- Eligibility to postpone repayment of federally-guaranteed student loans during your service term. (The National Service Trust will also pay all or a portion of the interest that accrued during the service period.)
- Child care assistance
- Valuable professional development and opportunities to further your career
- Potential opportunities to travel in order to respond to disaster events



AmeriCorps Member Position Overview:

Volunteer Coordinators play a vital role in creating an extraordinary volunteer experience that gets people excited about volunteering with SBP. Volunteer Coordinators handle all volunteer logistics, support volunteer fundraising efforts that directly support the AmeriCorps project, speak with energy to large groups of volunteers about SBP before and after their volunteer build, communicate with multiple SBP departments to ensure volunteers have a quality experience, and spread the word about SBP at local outreach events. As the first point of contact for many volunteers, Volunteer Coordinators must be comfortable expressing thanks, talking about the state of the recovery, and articulating the ongoing need for support. Volunteer Coordinators serve as the point of contact for multiple volunteer groups that register to volunteer anywhere from a day to a year in advance, answering all questions, relaying all updates and documenting logistics. Volunteer Coordinators work diligently both before and after the volunteer group's build experience encouraging volunteers to become further engaged in SBP, beyond just volunteering. This hard work will result in returning volunteer groups, quality volunteer experiences, increased volunteer fundraising that directly supports the AmeriCorps project, and a greater awareness about SBP. Members who have served in the volunteer department with SBP have gained skills to become successful in many roles: Fundraiser, Marketing and Development, Human Resources, and Recruiters.

Applicants are encouraged to view SBP's AmeriCorps member recruitment video that provides an overview of the Volunteer Coordinator position as well as additional AmeriCorps service opportunities by visiting the following link:
<http://sbpusa.org/get-involved/ Americorps>

Minimum Requirements

- Excellent multi-tasking, organization, prioritizing and time management skills in an office setting
- Excellent verbal and written communication skills
- Strong attention to detail in the use of software such as Google spreadsheets, Salesforce & Formstack
- Experience/comfort with public speaking
- Comfort engaging volunteers to support SBP's mission beyond just the volunteer experience
- Ability to juggle a wide variety of tasks and set own deadlines
- Willingness /enthusiasm to receive constructive feedback from your manager and peers
- Problem solving abilities
- Ability to take initiative and be self-motivated
- Positive attitude / capacity to inspire and motivate others
- Strong interpersonal skills and ability to work with a diverse range of individuals
- Strong passion for the work of the SBP
- Ability to handle team conflict in a positive manner
- Ability to handle swings in workload to accommodate high and low volunteer numbers
- Comfort driving around cities to construction sites and events

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Essential Functions

- Respond to volunteer requests, questions, or general inquiries via email and phone in a timely fashion.
- Coordinate all trip logistics for volunteers. This includes being the point of contact for multiple volunteer groups in any given week: both volunteers currently on site and those registering for weeks or months in advance.
- Accurately document all communications and logistics.
- Use of volunteer management software including Salesforce, Formstack, Google spreadsheets, and Classy.
- Update and track volunteer information on Google documents used by multiple departments.
- Assess availability of volunteer work and schedule volunteer groups.
- Give orientations to as many as 150 volunteers at a time.
- Give debriefings at the end of each volunteer experience.
- Encourage groups to stay engaged with SBP by returning to volunteer or spreading the word.
- Clearly communicate the enduring needs of our clients.
- Spend no more than 10% of the AmeriCorps service term engaging volunteers in fundraising efforts that support the fundraising goals of the AmeriCorps project.
- Maintain updated records and routinely track volunteer information, including volunteer numbers, contributions and feedback.
- Keep volunteers informed about upcoming SBP events.
- Maintain an energetic and positive attitude with volunteers and colleagues.
- Build partnerships with local businesses and community organizations.
- Participate in outreach and planning for volunteer special events.
- Communicate with entire SBP team about the role, function and needs of volunteers.

Additional Responsibilities:

Although not essential position functions, the Volunteer Coordinator may also be responsible for the following as needed:

- Assist other departments in major projects as needed as it relates directly to the AmeriCorps program.
- Perform other duties as assigned as it relates directly to the AmeriCorps program.
- Participate in outside service activities approved by the program's director.
- Learn, understand and perform SBP's expectations for project site and personal safety as outlined in the Site Supervisor Construction Manual and Safety While Serving at SBP, as well as safety trainings occurring throughout the term on site or during departmental meetings.
- Participate in September 11th Day of Remembrance and Martin Luther King Jr. Day of Service events, which may take place on a weekend or during holidays and include activities outside of the scope of typical day-to-day functions.

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Opportunity to Travel to Respond to Recent Disaster Events.

When disaster events occur during an AmeriCorps Member's term of service, SBP will oftentimes request AmeriCorps members to volunteer to participate in team deployments to communities that have been recently impacted and are in great need of aid. During these deployments, AmeriCorps members utilize the training they have received while serving at one of SBP's operating sites to assist these communities in their initial recovery efforts. Typically member service activities during these deployments include, volunteer coordination, mass care operations, donations management, debris removal, cleanup, and mold sanitation. Although accommodations will be very basic, SBP and AmeriCorps typically covers the cost of travel, lodging, and food for AmeriCorps members participating in deployments.

- Willingness to travel and participate in deployments is not required to be eligible to serve in SBP's AmeriCorps program.
- Because of the nature of disaster events, SBP cannot guarantee deployment opportunities during an AmeriCorps member's term of service

How to Apply

- Visit <http://sbpusa.org/get-involved/ameriCorps>
- Complete the two-page application
- Upload your resume
- Submit your application

(Typically, you will be contacted within 5 business days if you have been selected to interview for the position.)

Reasonable Accommodations

Reasonable accommodations may be made to enable individuals with disabilities to perform essential function