



Job Title: Youth and Volunteer Development Coordinator (Full Time)
Reports to: Executive Director

Mission: The mission of Home Works of America *is to show God's love through service to others, by repairing the homes of elderly and disadvantaged homeowners, assisting youth in their development, and empowering communities to care for their own members.* Home Works annually repairs approximately 150 homes across SC-NC-GA, and over the past twenty years has enabled more than 35,000 youth and adult volunteers to bring hope to more than 2,200 homeowners whose homes were in need of safety and structural repairs.

Purpose: The Youth and Volunteer Development Coordinator must communicate and enhance the mission of Home Works through every personal interaction with youth, staff, and the homeowners whom we serve.

General Responsibilities: The Youth and Volunteer Development Coordinator will:

1. Design and oversee the “youth” portion of our mission:
 - a. Develop a regular working relationship with the Program Coordinators who manage the home repair projects.
 - b. Develop the evening programs for youth who attend week-long sessions.
 - c. Develop a plan of mentorship for at-risk youth in arbitration programs.
2. Market Home Works of America to churches, schools, and other future partners.
3. Assist with the design and implementation of a streamlined volunteer registration process (website and *Salesforce* integration).
4. Coordinate all adult and youth volunteer registrations for one-day and week-long sessions, working with Program Coordinators to assure that all Safety Policy requirements are met.

General Expectations: The Program Coordinator will be expected to:

- Comfortably lead Middle and High School youth, both by example and by oversight, in individual/group settings
- Create and deliver energetic presentations to groups of future volunteers
- Utilize social media (Facebook, Twitter, Instagram, etc) to engage volunteers
- Skillfully engage people from diverse backgrounds (elderly/youth, church/school)
- Gather and manage a team of volunteer leaders who are passionate about the personal and spiritual developmental of our youth.
- Collaborate with a team for the good of the mission of the organization
- Flourish in a culture of delegated-empowerment and accountability
- Creatively implement program changes for the sake of efficiency and effectiveness
- Effectively function in a flexible work environment, with sporadic evening and weekend employment (due to making presentations or assisting with home repair sessions).

Minimum Qualifications:

- Must have a Bachelor's Degree and at least five (5) years of experience working with youth (whether as a youth director/pastor, teacher, or social worker, etc).
- Must have at least five (5) years of experience organizing volunteers in group settings
- Must have social media expertise and experience (not necessarily formal training)
- Must have technological competence and be a fast learner (previous experience working with *Salesforce* a plus).
- Must be able to craft and communicate presentations to diverse audiences
- Must be capable of serving as a site leader at a home repair site (construction skills not necessary, though a plus)
- Must satisfy a background check.
- Must have a valid and current SC Driver's license and satisfactory Driving record.

Position location: Columbia, SC (with regional oversight of assigned repair sessions across SC)

To apply for this position, please send resume, letter of interest to Jim Powell, Executive Director (via mail or email). Resumes will be received until the position is filled.

jim.powell@homeworksofamerica.org

Home Works of America

PO Box 102, Irmo SC 29063