

YOUTHBUILD COORDINATOR

DEPARTMENT: Volunteer Engagement

LOCATION: 2420 North Raleigh Boulevard, Raleigh, 27604

SUPERVISOR: Community & Volunteer Engagement Manager

SUMMARY:

The YouthBuild Coordinator (YBC) is primarily responsible for overseeing and coordinating the YouthBuild participants' activities on the Habitat Wake construction build sites.

This is a Temporary Part Time Non-Exempt position requiring flexibility to work evening and weekend hours as needed. The YBC will likely spend on average 20 hrs per week, Tuesday – Saturday. The duration of this project will be 18 months with a start date in late March 2018.

ESSENTIAL FUNCTIONS:

- The YBC will engage and provide support to members of the YouthBuild Program
- The YBC will collaborate with YouthBuild case managers and job developers to communicate the progress of each participant
- Meet and greet all YouthBuild participants in a professional and courteous manner
- Develop and maintain positive relationships with the YouthBuild participants
- Orient new YouthBuild participants to the policies and procedures of Habitat Wake programs
- Professionally communicate development opportunities with YouthBuild participants
- Support YouthBuild participants in working towards their self-identified goals
- Help create an environment where YouthBuild participants are able to optimize their life chances and raise their self-esteem
- Complete all necessary paperwork, such as incident reports and all other relevant stats as directed
- Passionately support the vision and mission of Habitat for Humanity

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Excellent communication skills, both verbal and written to be used internally and externally
- Must be dependable, committed, and able to serve as a positive role model for youth in the community
- Demonstrated ability to multi-task on a daily basis, realizing the need for detail-oriented work.
- Good time management skills, ability to work well with others, friendly and outgoing personality, and ability to advocate for children and families
- Position requires reliable transportation and valid driver's license
- Ability to establish and maintain excellent working relationships with supervisor, co-workers, service members volunteers and program representatives.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- HS diploma & 2 yrs experience working with volunteers or a Bachelor's degree in a related field
- Ability and desire to work with youth of diverse cultural and socioeconomic groups, respect confidentiality, able to work within ethical and legal parameters of social services
- The ideal candidate will have excellent interpersonal and communications skills with a strong passion for the organization's mission.

APPLICATION PROCESS:

- If interested, please email a cover letter and resume to: edmundoyanez@habitatwake.org

NOTE:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

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