



AmeriCorps VISTA

VISTA Assignment Description (VAD)

Affiliate/Host Site Name: Habitat for Humanity of Sonoma County	Host Site Manager (HSM) Name: Kathy Hayes
Program: AmeriCorps VISTA Member Role: ReStore Development	Will members engage in any of these programs? <input type="checkbox"/> Disaster Recovery <input type="checkbox"/> Neighborhood Revitalization <input type="checkbox"/> Veterans/Military Families <input checked="" type="checkbox"/> None
Service Week (days/times): <i>Monday - Friday</i> , 9:00 AM – 5:00 PM, occasional evenings	Direct Supervisor Name: Wayne Kleefeld
Will this member be actively building on the construction site at least one day per week? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

Goals (position's goals in relation to the project, as well as the impact the project will have in the community)

The VISTA member will help solidify the ReStore's ongoing success by focusing on the following:

1. Continue and complete the RESTORE feasibility study with the ultimate goal of a developing recommendations for increased revenue opportunities for RESTORE. This goal will constitute approximately 80% of the position responsibilities.
2. Continue to refine the recently implemented changes to volunteer and donation systems at ReStore through Sales Force and point of contact check-in systems. Ensure that the systems are appropriate and are improving the volunteer and donor experience. Further, develop methodology to measure effectiveness. Ensure that the appropriate reports have been created to show progress. This goal will constitute approximately 20% of the position responsibilities.

Outputs: Measurable targets must be included and should be targeted **PER MEMBER**. Please use the shared outputs below, inserting "0" if not applicable.

- 5 individuals will collaborate with VISTA member on projects related to this position. (Stakeholders, volunteers, community members, staff, etc.)
- 2 systems, processes, and/or tools created or enhanced by VISTA member that will increase capacity at the affiliate
- 1 additional projects that do not fall into one of the categories above created or enhanced by VISTA member that will increase capacity at the affiliate

Objective One (First Quarter)

EXPLORATION: Explore and understand the recent changes to volunteer systems and processes for RESTORE. Identify remaining improvement strategies and determine methodologies to measure effectiveness. Examine and explore feasibility studies for RESTORE. What is a comprehensive retail Feasibility study? What would a successful Feasibility study look like?

Member Activities

1. Learn the fundamental components of Salesforce including how volunteers are placed into our system, Dashboard creation, report creation and how to set up volunteer opportunities in Salesforce. Examine what newly implemented volunteer systems/processes are working for RESTORE. What needs to be refined? Is there a process in place for everyday functions related to RESTORE volunteers? If not, what needs to be created?
2. Examine and explore the components of a comprehensive retail feasibility study for RESTORE.
3. Research and explore RESTORE feasibility studies from other Habitat affiliates to develop an understanding of the

Any changes/updates to a member's position description must be approved by your HFHI specialist.



AmeriCorps VISTA

VISTA Assignment Description (VAD)

necessary components required for study completion and success. Review and understand what has been completed by previous VISTA member.

Objective Two (Second Quarter)

DEVELOPMENT: Based on the information gathered, begin making refinements and updates to volunteer system for RESTORE. Based upon the information reviewed and gather, begin developing a RESTORE Feasibility study for an additional location.

Member Activities

1. Working with the Volunteer Manager, make refinements and updates to RESTORE volunteer system.
2. Start working on developing a RESTORE Feasibility Study based on the framework developed.

Objective Three (Third Quarter)

IMPLEMENTATION AND REVIEW – Monitor Volunteer System, reviewing approaches. Continue working on RESTORE Feasibility Study.

Member Activities (include specific outputs as appropriate)

1. Monitor Volunteer System, reviewing reports and looking for added efficiencies.
2. Continue developing RESTORE Feasibility Study.

**** VISTA members are not permitted to engage in direct service activities in the Restore such as stocking shelves, picking up and unloading donations, working the cash register, etc.**

* Note that while VISTAs cannot regularly build on the construction site, the VISTA member may have the opportunity to engage in active building no more than one time per month to serve alongside donors or volunteers s/he is trying to cultivate for the Restore, as well as to help inform the overall ReStore development strategy.

Objective Four (Fourth Quarter)

SUSTAINABILITY – Complete recommendations and approaches as well as complete ReStore Feasibility study. Provide necessary documentation, policy and procedures as needed to documented changes and to help provide sustainability when VISTA is no longer there.

Member Activities (include specific outputs as appropriate)

1. Complete and Present Feasibility Study to ReStore Manager and Habitat Board of Directors
2. Recruit and train volunteers/staff on use of new systems, procedures, etc. and ensure there is a transition plan for ongoing maintenance of systems and support of the program.

Required Meetings, Trainings and Events: Minimum expectations are outlined below, with the understanding that further trainings may be required as determined by HFHI, CNCS or the Host Site.

- Pre-Service Orientation (provided by CNCS)
- On Site Orientation to local host site
- HabitatLearns “Foundations of Habitat” series
- Lockton Safety Courses
- Build-a-Thon (spring)
- National Days of Service (MLK Day required, 9/11 Day of Remembrance and AmeriCorps Week encouraged)
- HFHI Host Site Monitoring Reviews and periodic check-in calls
- Monthly meeting with HSM (minimum)
- Bi-weekly meeting with direct supervisor (minimum)
- Life After AmeriCorps Training (LAFTA)

Any changes/updates to a member’s position description must be approved by your HFHI specialist.

Version 11/30/2017



AmeriCorps VISTA

VISTA Assignment Description (VAD)

- Staff meetings, Board meetings and home dedications, as appropriate
- Annual staff/AmeriCorps team build day
- Bi-monthly ReStore team meetings
- Individual and/or group professional development trainings may be available based on AmeriCorps member's interest, HSM/supervisor recommendation and budget (ex. ReStore University offered by HFHI), Host Site Events, including Habitat Breakfast Fundraiser, Women's Build, Volunteer Holiday Party, Volunteer/Family BBQ.
- Participation in these events will be in line with AmeriCorps program regulations/restrictions.

Education/Experience/Knowledge/Skills

Required:

- Valid Driver's License and ability to meet host site's insurance requirements.
- Microsoft Office Suite (especially Word/Excel)

Preferred/helpful:

- Retail experience
- Knowledgeable about the mission and activities of Habitat for Humanity
- Strong written and verbal communication skills
- Strong research skills
- Detail oriented and highly organized
- Ability to work with a diverse group of people
- Experience working as a member of a team
- Project management experience
- Aptitude for learning databases – using Salesforce

Physical requirements for this position

- Ability to sit at a desk and computer for extended periods of time
- About 20% of this position requires outreach in the community, including visiting other ReStores and community locations that may have stairs for speaking and recruitment activities.

Service Site Environment: Describe type of office space, computer and communication equipment, internet and email access, construction tools, etc. that will be provided for the AmeriCorps member(s). Please note AmeriCorps members are prohibited from serving in a home office:

The member will serve in an open-space office in the ReStore and will share space with other staff and/or AmeriCorps members. Each member will have a desk, computer (with email and internet access), and a phone for service-related tasks. Shared resources include a printer, copy machine, fax machine as well as office supplies. The ReStore office environment is connected to the ReStore sales floor so distraction and noise level can be high at various times throughout the day.

Personal vehicle required? ☒ No ☐ Yes

A Personal Vehicle may be used for AmeriCorps related trips or for visits to other ReStores in the Bay Area. If a personal vehicle is used, mileage reimbursement will be provided. If a personal vehicle is not available, other transportation options will be used.

Any changes/updates to a member's position description must be approved by your HFHI specialist.

Version 11/30/2017



AmeriCorps VISTA

VISTA Assignment Description (VAD)

Habitat.org posting blurb: Include a description of your site that can be used when posting on Habitat.org. Include city, state, selling points of your site and the geographical area, additional benefits you offer (ex. housing, transit voucher, etc.), what the member will get out of serving a year with your site (skills, etc.), and your website.

Serve, learn, lead and explore in the beautiful Wine Country, less than an hour north of San Francisco! Our AmeriCorps members play an integral role in providing leadership on our project sites, engaging volunteers to become champions for our mission, and creating new tools and systems to build capacity. During a year of service with Habitat Sonoma County, AmeriCorps members gain insight to the inner workings of a non-profit organization and gain hands-on experience in leadership, public speaking and community development. In your off hours, hike the beautiful Sonoma Coast, explore the Wine Country and spend time getting to know nearby cities including San Francisco and Oakland. Join our Habitat family and form lasting relationships, while creating affordable housing solutions with hard-working families and fire survivors in Sonoma County. www.habitatsoco.org

Any changes/updates to a member's position description must be approved by your HFHI specialist.

Version 11/30/2017