

Agency Name	The Restoration Team
Job Title	AmeriCorps Volunteer and Client Service Coordinator
Job Description (including hours and responsibilities)	<p>The Restoration Team (TRT) is a network of churches in West Houston dedicated to assisting families whose homes were damaged from flooding during Hurricane Harvey in 2017. We assist families in their recovery and engage the local church with their neighbors still in need of assistance. The Restoration Team (TRT) helps coordinate the volunteer response with the needs of the family, primarily focusing on bringing the damaged home to a functional living condition. The AmeriCorps Volunteer & Client Service Coordinator supports TRT's mission by creating an extraordinary volunteer experience that gets people excited about volunteering with TRT. 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 TRT before and after their volunteer build, communicate with multiple TRT departments to ensure volunteers have a quality experience, and spread the word about TRT at local outreach events. This position is also an advocate and liaison to TRT's clients from application to completion of construction and move-in while working with clients to remove barriers towards their recovery. As the sole point of contact for our clients, Client Services Coordinator foster strong relationships and educate homeowners on TRT's mission and policies. This position will also assist other departments in projects as needed as it relates directly to the AmeriCorps program.</p>
Job Location	Houston, TX
Salary Range	\$1,427 per month + limited health insurance benefits
Qualifications	<ul style="list-style-type: none"> • Be at least 17 years of age or older. • Have a high school diploma or its equivalent • Be a citizen, national, or lawful permanent resident alien of the United States • Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202. • Strong interpersonal skills, including active listening. • Ability to maintain a calm, professional demeanor in challenging situations, including client crises. • Ability to clearly communicate needs and expectations to people of various backgrounds. • Demonstrated problem solving skills.
Link to application web site (if applicable)	https://apply.workable.com/recruitamc/j/DD9B3456A6/
Application Contact Name	Tracy Weidert
Phone	919-213-0727
Email	tweidert@sbpusa.org
Application will be accepted until (closing date):	Applications accepting on a rolling basis