

# AmeriCorps VISTA

## Habitat ReStore Development



<b>Local Habitat organization:</b>	Flower City Habitat for Humanity (Rochester, NY)
<b>Reports to:</b>	ReStore Director
<b>Length of term of service:</b>	One year
<b>Service week (days/times):</b>	Monday – Friday 8:30am – 5pm with occasional evenings
<b>Is a personal vehicle required for service?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>To apply, send resume to:</b>	employment@rochesterhabitat.org

### Why Habitat AmeriCorps?

- Raises your awareness of the social issues that face your community.
- Provides you an opportunity to learn and develop new skills and confidence.
- Helps you gain hands-on project management experience.
- Increases your knowledge of service and engagement.
- Maximizes your construction and homebuilding experience.
- Improves your performance at a future job.
- You can help strengthen communities and families through your service.

### Benefits

- Living allowance ranging from \$13,399.15 to \$26,798.30 — the amount is determined by your specific service location, yet most locations are on the lower end of the range.
- The Segal Education Award of \$6,345 with a lifetime maximum of two awards or an end-of-service stipend of \$1,800 following your successful completion of service.
- The education award is good for seven years from your completion of service and can be used to repay your qualified student loans or for your future education at eligible schools.
- Possible forbearance of your qualified student loan, including accrued interest payments after the successful completion of the term of service.
- Health plan benefits.
- Members who are not legally exempt from maintaining health care coverage are expected to have primary health coverage outside of VISTA. The plan benefits provide support to existing coverage to supplement some out-of-pocket, nonpremium costs of a plan that is secured on your own. This plan is not insurance and does not meet the requirements of the Affordable Care Act.
- Childcare benefits, if you qualify.
- Mileage-based travel allowance of up to \$1,000 for relocating more than 50 miles to serve; settling-in allowance of \$550.
- Non-competitive hiring status for federal government jobs for one year following your service.

# AmeriCorps VISTA

## Habitat ReStore Development



### **Position: Habitat ReStore Development VISTA**

The ReStore development VISTA member will create, document and implement plans for Habitat ReStore operations related to online sales of ReStore product and Social Media presence. This will include the development of a marketing and outreach strategy and Habitat ReStore business processes focused on online retail. It will also involve publicizing and promoting the store and evaluating the ways the store meets the needs of the low-income community while increasing funding for Habitat for Humanity. Each strategy will be well documented and evaluated to ensure sustainability beyond the year of service.

### **Objective one – Research**

Research the Habitat ReStore practices, materials and resources currently in place to identify best practices and any additional needs the project requires. Document research and communicate findings to move forward with developing enhanced Habitat ReStore operations.

### **MEMBER ACTIVITIES**

- Research Habitat ReStore marketing plans focused on increasing community awareness of Habitat ReStore operations. Research promotion opportunities.
- Research standard policies and procedures for operating a Habitat ReStore and assess areas of improvement.
- Research funding opportunities that support store development.
- Research eCommerce and online retail standard operating procedures.

### **Objective Two – Development**

Based on the information gathered, develop and document enhanced ReStore programs that will address the needs of the host site.

### **Member activities**

- Develop marketing and outreach strategies and materials designed to increase visibility of the Habitat ReStore in the community
- Create new or updated Habitat ReStore procedures and recommend policies that are in line with standard ReStore operating procedures identified as best practices.
- Develop a list of recommended enhancements to online retail program.

### **Objective Three – Implementation and review**

Implement the enhanced Habitat ReStore operations. Assist the host site in testing, evaluating and revising the various parts of the project as needed to ensure success.

### **Member activities**

- Implement marketing and outreach strategies and materials designed to increase visibility of the Habitat ReStore in the community. Implement use of the media directory database, using it to distribute relevant materials to each outlet.

# AmeriCorps VISTA

## Habitat ReStore Development



- In collaboration with Habitat ReStore staff, implement new Habitat ReStore procedures and policies. Gather feedback and make changes as needed.

*Activities listed here may include direct service for the purposes of observation, interviews of staff members and volunteers and implementation of systems and processes. While VISTA members cannot regularly perform direct service, the VISTA member may have the opportunity to engage in direct service activities no more than one time per month to help inform VISTA projects. VISTA members are not permitted to engage in direct service activities in the Restore such as stocking shelves, picking up and unloading donations or working the cash register, etc.*

### **Objective Four – Sustainability**

Ensure that the Habitat ReStore systems and projects developed are sustainable, continuing at the host site after the completion of the VISTA term, by documenting the plan and training staff and volunteers.

#### **Member activities**

- Develop a manual of resources and directions for maintaining the Habitat ReStore program, including marketing and social media development.
- Train volunteers and staff members on use of new systems and procedures to ensure there is a transition plan for ongoing maintenance of systems and support of the program.

#### **Experience, knowledge and skills**

##### **Minimum requirements**

- AmeriCorps members must be a U.S. citizen, national or lawful permanent resident.
- AmeriCorps members must be at least 18 or older.
- AmeriCorps members must have a high school diploma or GED.
- AmeriCorps members may have recurring access to vulnerable populations and must satisfy the National Service Criminal History Check eligibility criteria.

##### **Preferred qualifications**

- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity International and AmeriCorps.
- Ability to work with a diverse group of people.
- Strong written and verbal communication skills.
- Strong research skills.
- Detail oriented and highly organized.
- Experience working as a member of a team.
- Basic experience with Microsoft Office Suite, especially Word and Excel.
- Current valid driver's license, a clean driving record and reliable transportation