

approved

STUDENT LABOR POSITION DESCRIPTION

Habitat for Humanity

Most Recently Updated 04/21/99

Position Title: Student Associate Coordinator:
Promotion, Records, Secretary-Treasurer
Must work 10 hrs/wk.

I. Grade Level: 3-4

II. Description:

A. The following are the essential duties for a Student Associate Coordinator: Promotion, Records, Secretary-Treasurer in the Berea College Habitat for Humanity Chapter:

1. Administrates all promotion and advertising for the Habitat Chapter.
2. Takes and maintains all minutes and records.
3. Maintains log of significant activities and photo albums.
4. Responsible for memos of meetings and activities.
5. Responsible for notes of thanks.
6. Responsible for accurate, up-to-date records of finances.
7. Reports on finances to Board and others who need to know.
8. Rotates with other coordinators in participation in regular workings.

B. The following are *possible additional* duties for this position:

1. Assists as needed in all Chapter activities.
2. Assists Head Coordinator and other Associate Coordinator as needed.
3. Participates in Spring Break working, if possible.
4. Helps clean and keep orderly work environment.

III. Learning Opportunities:

- A.** If Grade 3, develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.
- B.** If Grade 4, develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- C.** Learn to take special responsibility for detailed, behind-the-scenes information that is essential to good functioning of any nonprofit organization such as financial record keeping, meeting note-taking and distribution of notes, and thank-you note-writing.
- D.** Promotions and advertising.

IV. Basic Qualifications:

- A. General: Servant-minded; intelligent with an eye for detail and whole picture; sense of history; team worker.
- B. Skill: Clear, articulate and persuasive oral/written communicator; finance record-keeping ability; good minute-taker; clear memo-writer; can operate camera; can preserve picture album; can maintain activities log; eye for detail and whole picture..
- C. Physical: Eye for detail; energetic and enthusiastic; presentable and charming; orderly.
- D. Academic: Sense of history and its preservation.

V. Desirable Qualifications:

- A. Know history and philosophy of Habitat for Humanity.
- B. Good motivator of others and team ship.
- C. Goes second mile as needed for goals.

VI. Narrative Summary:

Student coordinated promotion and advertising for the Habitat Chapter and kept accurate records of activities and finances and compiled a picture album. Student may also have helped with setting meeting agendas and moderating meetings; helped with fundraising, and regular and special working sessions.