

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Habitat for Humanity**

Most Recently Updated 04/21/99

Position Title: Student Associate Coordinator:  
Volunteers and Fundraising  
Must work 10 hrs/wk.

#### **I. Grade Level: 3-4**

#### **II. Description:**

**A.** The following are the essential duties for an Associate Coordinator: Volunteers and Fundraising in the Berea College Habitat for Humanity Chapter:

1. Coordination of volunteers for regular workings.
2. Rotate participation with other coordinators in regular workings.
3. Administrate all fundraising.
4. Assist Head Coordinator in planning for Spring Break working.

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

1. Assist Head Coordinator with any needed work.
2. Moderate Labor Meetings on occasions as Head Coordinator may indicate.
3. Participate in Spring Break working.
4. See that the workplace and environs are clean.

#### **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.** Knowledge of sources in college and community for soliciting funds.
- D.** Various fundraising activities such as car washes, yard sales.
- E.** Teaching other leaders about fundraising sources and techniques.
- F.** How to motivate and organize volunteers for Habitat workings.
- G.** How to work with a variety of students, Habitat Affiliate leaders, etc.

#### **IV. Basic Qualifications:**

- A.** General: Personable, high example of servant hood, energetic, a good personality, smart.
- B.** Skill: Communicate clearly; know how to affirm good responses; know how to operate camera; punctuality; nose for details and whole picture.
- C.** Physical: Energetic; presentable and charming; hard worker.
- D.** Academic: Good student; intelligent; learns fast; teachable/coachable.

**V. Desirable Qualifications:**

- A.** Knows about Habitat's history and philosophy.
- B.** Can work with leaders in Habitat county-wide.
- C.** Will go the extra mile for the goal.

**VI. Narrative Summary:**

Student coordinated volunteers for the College chapter of Habitat workdays as well as did fundraising. Student may also have kept minutes and records and helped to set agenda and moderate staff/volunteer meetings.