

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Habitat for Humanity**

Most Recently Updated 04/21/99

Position Title: Student Head Coordinator  
Must work 15 hrs/wk.

#### **I. Grade Level: 3-5**

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

**A.** The following are the essential duties for a Head Coordinator in the Berea College Habitat for Humanity Chapter:

1. Overall administration of the chapter and chapter Board.
2. Plan for and moderate regular Labor meetings of Chapter leaders and Board.
3. Work with other Coordinator and leaders to guide and aid their work.
4. Plan for weekly/regular workings and Spring Break working.
5. Participate in Spring Break working.
6. Rotate participation with other leaders in regular workings.
7. Assist Labor Supervisor in guiding, supporting, and assessing other leaders' work.
8. Attend regional Habitat conferences.
9. Represents or appoints a Coordinator to represent the Habitat chapter on the Campus Christian Council.
10. Perform other job-related duties as assigned by Labor Supervisor.

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

1. Enlisting and orienting new Board members.
2. Representing Habitat to community by speaking at (for example) business club meetings.
3. Setting example of volunteering for Habitat workings.
4. Conflict resolution among leaders.
5. Publicity to media.
6. 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.** If Grade 5, develop the attributes appropriate to Grade 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an

awareness of departmental and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluation of workers and procedures.

- D.** Varied skills in house construction and landscaping.
- E.** Establishing agendas for and conducting meetings of leaders.
- F.** Organizing a well-functioning group of Habitat workers on Spring Break.
- G.** Awareness of legal liabilities related to the student representative group from Berea College.
- H.** Awareness of ethical expectations of students representative of Berea College.

**IV. Basic Qualifications:**

- A.** General: Administrative skills: motivating leaders, organizing groups, planning meetings, organizing projects, soliciting funds, public relations; able to put principles above peer acceptance.
- B.** Skill: Exemplary servant-hood; good communicator; motivator of students; organizational: relate with different persons/personalities; the more construction skills, the better.
- C.** Physical: Energy; adaptability; able to drive any vehicle; willing to do anything in construction.
- D.** Academic: Teachable/coachable.

**V. Desirable Qualifications:**

- A.** Above average student preferred.
- B.** Personable but able to be firm in leading peers.
- C.** Some knowledge of Habitat philosophy and of building houses.
- D.** Willing to go the "second mile" in efforts at times.

**VI. Narrative Summary:**

Student administered Habitat for Humanity chapter and Board of directors; planned regular meetings of chapter leaders; worked with, guided, and aided the work of chapter leaders; planned regular and special work sessions; and assisted supervisor with guiding, supporting and assessing others' work. Student may also have enlisted new Board members; represented the chapter to the community by public speaking; helped with conflict resolution and publicity to media.