

Position Description

Lilly Fellowship – Volunteer & Operations Coordinator

General Conditions

The Appalachia Service Project, Inc. (ASP) is a not-for-profit 501(c)(3) Christian home repair ministry. Using the skills and efforts of thousands of volunteers as well as both part-time and full-time staff, ASP provides housing services to low-income households in the Central Appalachian regions of West Virginia, Virginia, Tennessee, and Kentucky. ASP ministers in a spirit of Christian love and service, accepting people right where they are, just the way they are.

Persons desiring a position with ASP must have a personal commitment to Christian service, but ASP does not require, as a condition of employment, membership in or profession of a specific denominational theology. ASP is an equal opportunity employer. No one will be denied employment on the grounds of age, sex, race, national origin, or differing physical or mental ability. Employment decisions will be based solely on qualifications for and ability to perform the duties of the position for which employment is sought.

Specific Conditions

Overview

The Lilly Fellowship is a service and vocational discernment program operating at each of ASP's four Year-Round Volunteer Centers. Two Volunteer & Operations Coordinators and two Construction Coordinators work beside their Center Supervisor to provide the full range of ASP's programming. In off-hours, Fellows live together in an intentional community and support each other during a guided process of vocational discernment. Fellows follow a guided curriculum to help with their vocational discernment and have allotted time during the work week to meet regarding the curriculum. Fellows work irregular hours based on the number of volunteers at their center and the needs of the volunteers.

Responsibilities

Volunteer Management:

- Communicate with incoming volunteers to ensure they are prepared for their ASP service trip
- Liaise with volunteers throughout the week to meet any needs, communicating these needs to the Center Supervisor
- Ensure necessary paperwork is received from volunteers
- Gather photos, videos and personal reflections of volunteers while at ASP
- Update groups after their trip on the progress of their projects
- Report volunteer numbers, work site progress, and other information to ASP headquarters
- Distribute, collect, and submit volunteer surveys each week
- Make visits to sites with and without volunteers present; This is to provide customer service to volunteers and to minister with homeowners

Programming:

- Offer evening programs each night of the week on topics including but not limited to: ecumenical Christian themes, social justice, Appalachian culture and history, spiritual journeys...and all other interests of the volunteer groups
- Discuss programming options with groups in pre-trip calls and tailor the overall experience to the needs of each volunteer group
- Evaluate and adjust programming based on volunteer feedback and ASP-staff feedback

- Coordinate and lead volunteers on optional evening activities in the area – music, recreation, historic places, and others at their request
- Make volunteers aware of opportunities for additional unique experiences in the region

Community Relations:

- Keep surrounding areas informed about the work of ASP through presentations, community meetings, and media outreach
- Discuss with local groups the opportunities to volunteer with ASP
- Communicate with fellow nonprofit agencies in the region, seeking opportunities to work together
- Distribute applications for home repair services through broad channels and targeted referrals
- Seek in-kind and other support from local groups, as requested by the Center Supervisor
- Update center-specific social media and respond to messages and requests for information

Food Management:

- Communicate with cook about volunteer numbers, timesheets, and special food requests
- Work with cook to execute and develop weekly menus
- Keep an accurate inventory of food so that no food is wasted
- Ensure that food is ordered in a timely manner
- Keep food storage and preparation spaces clean, organized, and up to health code standards
- Coordinate a picnic dinner once per week and invite client families (as weather permits)

Financial Management:

- Complete financial reports each week, keeping the Center Supervisor up to date on spending and cash reserves
- Manage cash and in-kind donations in keeping with ASP policy
- Coordinate with Advancement regarding any requests for support made to volunteers

Project Management:

- Work with construction staff to keep an accurate record of all repairs being completed and family information up to date on ASPire (ASP's database)
- Understand the status and goals of each construction project in order to communicate this to volunteers and community contacts
- Keep construction staff informed of incoming volunteer groups: numbers, skill levels and expectations

Center Maintenance:

- Work with volunteers to keep the center clean and inviting; perform minor cleaning between groups as necessary
- Keep the Center Supervisor informed about repair requests from volunteers
- Manage the cleanliness and organization of supply areas
- Ensure the office is kept clean and professional in appearance
- Assist with repairs and improvement projects to the centers
- Decorate the center seasonally

Staff Team:

- Attendance and participation in weekly staff meetings
- Help others with their responsibilities when able
- Participation in performance evaluations
- Participation in the Vocational Discernment curriculum and reporting process

- Support the Lilly Fellows community by organizing weekly shared meals, group discussion, and monthly gatherings with Fellows at our other centers
- Support the Lilly Fellows community by establishing mentoring relationships with local congregations or ministers to discuss vocational discernment themes
- Other duties as assigned by Center Supervisor and Director of the Year-Round Program

Qualifications

Required

- Desire to work in a Christian environment
- Desire to live simply as part of an intentional community
- Valid driver's license and record that is acceptable to ASP's insurer
- Excellent communication skills
- A willingness to engage discernment materials and an open-mind toward the other Lilly Fellows' thoughts and the opinions within the curriculum
- Highly motivated, problem solver, organized

Salary and Benefits

- Monthly stipend of \$325/month
- End of year Award of \$5,500 (this award is subject to completion of the 12-month term)
- Housing: Private room with shared living and dining areas, WiFi, laundry, utilities
- Board: Free meals available when volunteers present
- Board: A quarterly stipend to aid in the purchase of food during times without volunteers
- Vehicle use: An ASP vehicle may be used for ASP official purposes
- Weather days: Center Supervisor will have the authority to close the center at any time due to inclement weather

For questions about the position:

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To Apply:

Send resume and cover letter to fellows@asphome.org

Please include your interest regarding the vocational discernment aspect of the program in your cover letter.