

Project Coordinator

Groundworks Shelter, Brattleboro VT



Seeking a versatile, broadly able, well-organized and highly empathetic person to bottomline infrastructural projects at our homeless shelter. You will gain a range of skills from light carpentry to lightening a rough day, and assist the house in program management as well as case management. Come create a great environment for your neighbors in need. Apply today!

This position is part of the Vermont Housing & Conservation Board AmeriCorps (VHCB AmeriCorps). The VHCB AmeriCorps program supports the innovative dual-goal approach to creating stable affordable housing opportunities for Vermont residents while preserving the natural and working landscape. VHCB AmeriCorps is a national service program that places members with non-profit housing or land and energy conservation organizations around the state.

Groundworks Shelter is a program of Groundworks Collaborative, whose mission is to provide ongoing support to families and individuals facing housing and food insecurities. The goal of this position is to enhance the services available by recruiting and organizing volunteers, supporting shelter residents, and creating programming opportunities for the shelter.

Essential Functions:

- Provide residents with ongoing support as they work towards achieving their goals, including resume writing, budgeting and completing housing applications
- Improve residential spaces through painting, gardening, updating signage, etc
- Help residents move into the shelter by preparing intake packets, setting up beds, and giving tours
- Help residents move out of the shelter by driving a truck, storing possessions, and forwarding mail
- Recruit and manage volunteers to support shelter operations
- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps
- Participate in VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives.
- Engage in professional and personal development activities and networking opportunities.

Secondary Functions:

- Implement new programming and service projects for residents including peer support groups, life skills and recreational groups. Examples of workshops include resume writing, check balancing, and outdoor activities.
- Assist with seasonal tasks to improve resident accommodations such as moving fans in the Summer, and weatherizing windows in Winter.

Desired Qualifications:

- Must demonstrate respect for people of different backgrounds (educational, social, economic and cultural) and life experiences.
- Human services experience, especially engaging low income or diverse populations.
- Must be self-directed and comfortable serving in a dynamic environment.
- Strong interpersonal and communication skills, especially ability to serve effectively as part of a creative team.
- Flexibility, patience, openness and a sense of humor are a must.



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- Proven ability to handle stressful situations.

Minimum Qualifications:

- Be US citizen or have permanent resident status;
- Be at least 18 years of age upon entering the Pre-Service Orientation or 17 years of age with verified parental permission;
- Be a high school graduate, have a GED certificate, or be willing to work towards a GED as part of the service-term. A member cannot have dropped out of high school to join AmeriCorps.
- Has not been convicted of murder or sexual assault and is willing to undergo an National Service Criminal History Check;
- Be committed to the VHCB AmeriCorps program's ethic of service, appreciation of diversity, and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in all required trainings and events, and be prepared to drive up to 2-3 hours each way.
- Available to regularly serve 40 hours per week

Additional Information:

The position is primarily oriented in and around the Groundworks Homeless Shelter, with occasional trips off site for supplies. Hours will be scheduled alongside other shelter staff including the Shelter Director for weekday daytime shifts.

Position begins September 8th, 2021 and ends August 12th, 2022

This position is **Full Time**: Requires 1,720 hours for an average of 40 hours per week for 48 weeks. Member will receive a living allowance of \$20,400 (pre-tax), and an education award of \$6,345 (pre-tax) upon successful completion of service.

Other benefits include health insurance, federal school loan forbearance, and various training and networking opportunities.

To Apply: <https://vhcb.org/our-programs/vhcb-ameri-corps/positions>

For questions about this position or to send additional materials:

Laura Chapman, lchapman@groundworks.org, 802.490.3935

81 Royal Rd, Brattleboro, VT 05346

Application deadline: August 24th 2021, or until filled

Additional information on AmeriCorps is available at www.americorps.org.

The Vermont Housing & Conservation Board (VHCB) is sponsoring this AmeriCorps position through their AmeriCorps Program. VHCB is an Equal Opportunity Employer. Positions are open to all



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applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran's status, religion or creed.



Member Name: _____

Signature: _____

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