

Announcement

Since Homes On Wheels Alliance (HOWA) has few paid staff; much of our work is accomplished by the generosity of volunteers. Hundreds of people have served at HOWA events and in support of the mobile community. Currently, hundreds more are waiting to help. We need a dedicated staff person to efficiently organize, mobilize and nurture the many volunteers who are ready, willing and eager to do their good work with HOWA.

Terms:

- Independent Contractor
- \$500 per week.
- May work from home, or intermittently travel and camp with HOWA staff.

Required:

- High proficiency with MS Office products (Word, Excel, etc.),
- Proficiency with video meeting products (examples: Zoom, Face Time, etc.),
- Technology resources – Dependable Internet, Computer, etc.,
- Experience harmoniously managing large numbers of people (examples: Volunteer Program, Human Resources, Customer Service Management, etc.),
- Available to work the occasional long and/or unusual hours,
- Ability to work in-person with volunteers and staff at events (recently in AZ, NV and OR),
- Ability to work both independently, as well as with a diverse team of individuals,
- Ability to respond calmly at events where the unexpected occurs, while continuing to direct the effective completion of tasks by volunteers.

Preferred:

- An active or recently active nomad,
- Start as soon as possible, but no later than early January 2021.

Responsibilities:

- Recruit volunteers (online, on video, at staff/committee requests, with specific skill sets, for events, etc.),
- Communicate with volunteers regularly (emails, newsletters, video conferences, phone calls, etc.),
- Team building with mutual respect among volunteers and with staff,
- Establish and maintain best practices for workplace (safety, leave no trace, confidentiality, CDC, etc.)
- Maintain volunteer information (offers, hours/dates of service, inactive, work reviews/recognition, etc.),
- Evaluate volunteers' trustworthiness to work with confidential information,
- Proactively offer volunteer assistance for HOWA tasks, events and programs,
- Review volunteers' performance and provide constructive feedback,
- Establish and maintain grievance and ombudsman processes,
- Develop and coordinate a volunteer recognition program.

Some of the areas where volunteers currently assist and potential areas for more involvement:

- RTRs Online – Technologies, Moderation, and Teachers,
- Fundraising, Grant Writing,
- Builds and No-Build Builds – Project Management, Mentoring, Handy Person, Vehicle Acquisition,
- Caravans – Technologies, In-Person Welcomers, Online Facilitators,
- Administration – Writing, Filing, Organizing, Bookkeeping, Web Page Updates, Answering Phone/Emails,
- Social Services – Provide specific referrals, phone interactions.

VOLUNTEER COORDINATOR POSITION



Application

The Volunteer Coordinator position for Homes On Wheels Alliance will be filled as soon as possible.

Send your email with attachments to HomesOnWheelsAlliance@gmail.com. In the subject line, write "Volunteer Coordinator Application." All attachments must be in Microsoft Word or as a PDF. Please include:

- A cover letter,
- A recent resume,
- Contact information for three references, and
- Your responses to the following:
 1. Describe how you meet or exceed each of the "Required" and "Preferred" criteria in the announcement.
 2. Explain your first steps in creating a program that effectively vets and utilizes volunteers for HOWA.
 3. Share your thoughts and expectations regarding the recruitment, placement and management of volunteers who are nomadic, vs. those who are not nomadic.
 4. What is your experience in the mobile life style?
 5. Are you willing to submit to a background check?

It is the policy of Homes On Wheels Alliance to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law