

Volunteer Coordinator

Job Duties

Status: Full-time, Non Exempt

To apply for this job, email your resume and cover letter to programs@roguevalleyhabitat.org and reference "Volunteer Coordinator Interest" in the subject of your email.

SALARY AND BENEFITS

Competitive salary is commensurate with experience and includes full benefits package: medical, dental, vision and alternative care coverage; paid vacation, sick leave, and paid holidays. 403b retirement account with 4% vested match. Monthly attendance bonuses and 25% off discount for items purchased at the ReStore.

Position Description: The Volunteer Coordinator is responsible for all aspects of the volunteer program. The main focus is to recruit, train, manage and appreciate the volunteer staff throughout the organization. This is a full time position which will require a flexible schedule that includes some evenings and Saturdays.

Volunteer Services 80%

- Schedule volunteers for various Habitat activities including;
 - Construction sites including house building or repair
 - Special construction campaigns:
 - Women Build campaign
 - Business Team Building
 - Church/Faith Community
 - Community Service
 - ReStore- may include developing and assigning tasks
 - Office and admin - including committees
 - Habitat events including fundraising and special events
- Recruit new volunteers and facilitate weekly volunteer orientations.
- Engage with and build rapport with all Habitat volunteers – maintain regular communication with active volunteers. Develop relationships with volunteers to aid in the achievement of success and retention.
- Facilitate one volunteer appreciation/recognition event per month.
- Responsible for all volunteer documentation as required – maintain current and active records adhering to our volunteer documentation and screening process.
- Must become proficient with database, input/output, scheduling and record keeping. Maintain volunteer policies and procedures documentation.
- Point person for other affiliate events as appropriate
- Traveling Work Groups: Assist them with plan, solicit, facilitate student travel groups
- Support organizing and registration of Team Builds, Donor groups, Special builds and Sponsors.
- Plan annual volunteer appreciation dinner including organization of silent auction, entertainment and volunteer awards.
- Staff liaison for Events Committee

Affiliate Admin Tasks & Fundraising 15%

- Answer phones and greet walk- in traffic
- Develop tasks for office volunteers
- Complete monthly "dashboard reports"
- Assist with fundraising tasks as assigned.
 - Database entry, thank you' s sent, reports as needed
- All other tasks as necessary and requested.

Training and Development 5%

- Attend HfH networking state calls and/or meetings as appropriate
- Join community social service agency
- Other opportunities to expand skills and network with others.

Qualifications

- Education: Some college or related field
- Experience with a nonprofit preferable
- Must have valid, driver's license
- Must have good communication skills, written and verbal
- Must be able to pass a drug test.
- Must have excellent writing skills

Skills

- Must be computer knowledgeable including:
 - Microsoft Word and Publisher
 - Outlook
 - Familiarity with data base system
 - Social Media
- Must be a "people" person
 - Develop relationships with volunteers, donors and community partners
 - Must possess incredible customer service skills
- Must have appreciation and understanding of the mission
- Must be willing and able to speak publicly
- Must be flexible with ideas, working schedule and be able to multitask
- Must be able to work within a team environment. Possess tact, diplomacy and flexibility.

Must be able to sit, stand, kneel and lift up to 25 pounds occasionally.

Habitat for Humanity is an Equal Opportunity Employer. All persons regardless of age, race, ethnicity, gender, sex, religious affiliation, or sexual orientation are encouraged to apply.

This job description is subject to change at any time.

Please note- Habitat for Humanity is a Christian based and founded organization. Religious beliefs are not required or discussed individually, however many people volunteer because of their church families and beliefs. The VC must be respectful of religious practices that may occur (prayer at the construction site and events)