

River City Habitat for Humanity

Job Title: Volunteer Coordinator

Reports to: Executive Director

Job Type: Part Time / Hourly / Non-Exempt

Basic Function: The Director of Volunteers is responsible for all aspects of the volunteer program.

Responsibilities and Duties

- Respond to all individual volunteer inquiries
- Develop and implement a strategy for actively soliciting, engaging, and maintaining new volunteers
- Schedule volunteers to meet the volunteer needs of construction staff
- Schedule volunteers to meet the volunteers needs of the ReStore
- Work with Partner Families to ensure they know of all the different volunteer opportunities available to earn sweat equity hours
- Meet with construction staff regularly to schedule volunteers
- Interview and place volunteers for specific needs such as committee, office and special events
- Coordinate the scheduling of groups and skilled volunteers
- Maintain volunteer database and keep records of volunteer activities, including numbers of teams, volunteers, number of hours worked contact information, etc
- Develop and implement formal and informal volunteer appreciation program
- Prepare job descriptions for volunteer positions
- Monitor volunteer satisfaction
- Arrange for lunch at volunteer sites
- Ensure that volunteer liability waivers are signed and filed
- Manage community service volunteers from local jurisdictions
- Plan and coordinate home blessings and dedication ceremonies
- Contribute to E-newsletter for volunteer related articles
- Coordinate volunteers for booths and special events
- Coordinate maintenance of our Adopt-A-Street
- Coordinate Collegiate Challenge and other college volunteer groups
- Other responsibilities as assigned by the Executive Director

Requirements:

- Enthusiasm, teamwork focused, and strong customer service orientation
- Well organized and detail oriented
- Effective leadership and team building skills
- Self- motivated able to work independently
- Possess tact, diplomacy and flexibility
- Good Supervisory Skills
- Excellent written and verbal communication skills
- Ability to multi-task

To apply, send your resume and cover letter to our Executive Director, Susan Cook-Williams:

susan@rivercityhabitat.org