

JOB DESCRIPTION

Title: Volunteer Coordinator	Employment Status: Full-Time
Department: Operations Development	FLSA Status: Non-exempt
Reports to: Volunteer Manager	Supervises: Volunteers

GENERAL DESCRIPTION:

The Volunteer Coordinator will assist the Volunteer Scheduling Manager with the overall scheduling and management of Habitat for Humanity of Metro Denver's volunteer program for the construction sites and ReStores. Responsibilities include responding to volunteer inquiries, scheduling volunteers, tracking volunteer hours, and volunteer appreciation.

CORE RESPONSIBILITIES:

Volunteer Program

- Respond to a high volume of volunteer inquiries – answer emails and calls, and respond to voicemails promptly
- Maintain the online volunteer registration system and volunteer database
- Ensure that construction sites and ReStores are stocked with sign-in tablets, registration materials and emergency information
- Maintain updated information about all construction project sites and ReStore in electronic form
- Schedule volunteer groups and provide materials and information to groups
- Work with the Volunteer Manager to supervise data entry volunteers who work directly in support of the volunteer program
- Oversee annual Collegiate Challenge program and supervise host committee
- Attend monthly construction meeting
- Assist with volunteer appreciation efforts
- Assist with special projects as needed

Other

- Collaborate with volunteer team, Database Administrator, Construction staff, ReStore staff, and staff across the organization
- Establish and maintain effective relationships with groups in the community, staff at other affiliates and Habitat for Humanity (HFH) of Colorado and HFH International contacts
- Other responsibilities as assigned by the Volunteer Scheduling Manager

KNOWLEDGE, SKILLS, ABILITIES:

- Passion for Habitat's mission and goals to build a world where everyone has a decent place to call home
- Strong customer service skills
- Strong scheduling and coordination skills
- Effective public speaking skills
- Strong computer skills
- Experience with volunteer management systems (VolunteerHub) and donor databases (Raiser's Edge), desired
- Well organized and detail-oriented
- Enthusiastic and teamwork focused
- Effective leadership and team building skills
- Self-motivated, able to work independently with minimal supervision
- Tact, diplomacy and flexibility
- Supervisory skills
- Excellent written and verbal communication skills
- Project management skills
- Ability to manage multiple projects concurrently

EDUCATION, EXPERIENCE:

- BA/BS Degree preferred
- One year volunteer or work experience with a nonprofit
- Personal volunteer experience

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Valid driver license
- Driving record that meets our insurance requirements
- Ability to travel to and from meetings, construction sites, and ReStores at times when public transportation can be challenging

WORK ENVIRONMENT AND CONDITIONS:

- Some work on evenings and weekends will be required
- Most work is performed on a computer at a desk in a shared office

Submit a cover letter and resume to Richelle Rothman: rothman@habitatmetrodenver.org