



## JOB DESCRIPTION

<b>Title:</b> Volunteer Coordinator	<b>Employment Status:</b> Full-Time
<b>Department:</b> People and Culture	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> Volunteer Manager	<b>Supervises:</b> Volunteers

### GENERAL DESCRIPTION:

Habitat for Humanity of Metro Denver engages thousands of volunteers annually to fulfill its mission. The Volunteer Coordinator is responsible for scheduling and coordinating volunteers for Habitat’s construction sites and ReStores. Major responsibilities include responding to volunteer inquiries, scheduling volunteer groups, tracking volunteer data, outreach, and maintaining relationships with long-term partners.

The following reflects the organization’s definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

### CORE RESPONSIBILITIES:

#### Volunteer Program

- Respond to a high volume of volunteer inquiries 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
- Work with Volunteer Manager to create and maintain the volunteer master schedules
- Schedule volunteer groups and provide materials and information to groups
- Coordinate outreach efforts to fill the volunteer schedule
- Manage all aspects of outreach campaigns such as Winter Warriors and Summer Intern Program
- Attend regular construction and ReStore meetings
- Build and maintain relationships with long-term partners including courts’ community service officers, schools, and service-learning programs
- Support the Volunteer Manager and Director of Volunteer Engagement training for staff
- Assist with volunteer appreciation efforts
- Assist with special projects as needed

#### Other

- Collaborate with the Volunteer, Construction, ReStore, Resource Development, and other departments 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 Manager

**KNOWLEDGE, SKILLS, & ABILITIES:**

- A strong belief in Habitat's mission and a desire to engage others in the organization's work
- Experience with scheduling systems or databases desired; experience with VolunteerHub and/or Raiser's Edge a plus
- Ability to flex style to communicate clearly, professionally, and sensitively with diverse audiences of volunteers, donors, homeowners, and coworkers
- Experience working with people from diverse racial, ethnic, and socioeconomic backgrounds preferred
- Strong computer and customer service skills
- Excellent written and verbal communication
- Well-organized and detail-oriented
- Able to work both independently and as part of a team
- Ability to manage multiple projects concurrently

**EDUCATION & EXPERIENCE:**

- High school diploma or GED required; bachelor's degree or equivalent work or volunteer experience preferred
- One year volunteer or work experience with a nonprofit preferred
- Personal volunteer experience preferred

**PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

- Valid driver's license and ability to be insured under the company's insurance policy
- Ability to travel to and from meetings, construction sites, and ReStores at times when public transportation can be challenging
- **Proof of COVID-19 vaccination required for employment**

**WORK ENVIRONMENT & CONDITIONS:**

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

The starting pay range for this position \$18.21 - \$20.20 per hour. Compensation will be commensurate based on applicable education and experience.

Benefits available include medical, dental and vision insurance options; 401k savings match; Paid Time Off for vacation, sick, holidays, floating holidays; Healthy Families Workplace Act (HFWA) Leave; Parental Leave; and paid time to volunteer.

Send resume or work history and statement of interest to [HRRecruiting@habitatmetrodenver.org](mailto:HRRecruiting@habitatmetrodenver.org) for consideration.