

Position: Program Coordinator
Term: Full-time
Reports to: Executive Director



SUMMARY

Coordinate volunteers, interns, and build site support services. Assist with the day-to-day operations of the office. Work closely with other staff and assist the Chaffee Habitat for Humanity team to ensure the accomplishment of the goals and mission of the organization.

REQUIRED SKILLS AND EXPERIENCE

Experience working in an office environment. Excellent customer service, time management, communication skills, and ability to work independently as a self-starter are needed. **Must proficiently use web-based software, Microsoft, and Google Suite products.** The person must be confident, creative, personable, knowledgeable, communicate effectively, invite feedback, and be able to work as a team member and independently.

The Volunteer/Program Coordinator must believe in the work of Habitat for Humanity and promote the mission of: "Habitat for Humanity brings people together to build homes, communities and hope." This position is responsible for the coordination of bringing people together in a way that is meaningful and memorable.

SPECIFIC RESPONSIBILITIES

- Professionally answer phones, transfer calls, and assist visitors.
- Work closely with other staff and assist the CCHfH team as needed to ensure the accomplishment of the goals and mission of the organization. Assist staff in the day-to-day operations of the CCHfH administrative office.
- Recruit volunteers and assist with planning and implementing events. Assist student interns/AmeriCorps Members in day-to-day questions/tasks.
- Public Relations/Social Media (Facebook, Press Releases and Newsletter Articles), website (WordPress). Periodically photograph volunteers/groups.
- Plan, execute, and evaluate fundraising and other campaigns.
- Coordinate all aspects of the volunteer program.
 - Responsible for volunteer recruitment, management and appreciation.
 - Receive and respond to all volunteer inquiries. Work with volunteers and groups to schedule volunteer days based on their interests/availability.
 - Make direct solicitations with volunteer groups and individuals via phone/email/in-person. Keep records of all volunteer recruitment efforts, correspondence, and touchpoints. Update contact lists regularly.
 - Ensure each new volunteer has completed the Release/Liability Waiver, Code-of-Conduct, and Background Consent forms. Waivers expire annually on *December 31st*.
 - Maintain volunteer schedules and track hours for construction, ReStore, administration, and special events. Create monthly volunteer reports.
 - Communicate volunteer schedules and changes to department managers promptly.
 - Prepare for, set up, and host informational booths at community events.
 - Coordinate snack drives to support the snack program for build site volunteers. Maintain supplies of snacks and replenish snacks, as

needed. Great for youth volunteers and groups.

- Develop and implement a volunteer orientation program for all new volunteers.
- Recruit and coordinate visiting groups/local build days for build site and ReStore.
 - Serve as the main point of contact for all visiting and local groups.
 - Coordinate scheduling with groups, and communicate with ReStore and build site to develop/confirm logistics.
 - Create/manage a schedule of groups and ensure site support services are provided.
 - Assist out-of-town groups with accommodations and serve as the group's liaison. Includes sleeping arrangements, showers, and meals/kitchen usage.
 - Develop a meaningful welcome program, engagement plan, and orientation for groups.
 - Greet groups and interns upon arrival, and help them get settled. For out-of-town groups, provide support throughout their stay and address needs.
- Coordinate and schedule build site support services
 - Site Hosts – Create a meaningful site hosting program and ensure the schedule is developed and adhered to (if possible, all groups should have a site host available while volunteering at the build site).
 - Meals – Secure and schedule groups, restaurants, and individuals to provide meals for the build site for special groups, Women Build, etc.
 - Develop a build-specific plan for the location(s) of meals and proper communication to meal providers, build site, and meal location.
- Volunteer Appreciation
 - Send thank you emails or handwritten notes, and verbally thank all volunteers and volunteer groups.
 - Lead in organizing and hosting an annual volunteer appreciation event for all volunteers and staff.
- Record Keeping
 - Data entry/management of donations and reporting.
 - Maintain files and create various monthly and quarterly reports.

COMPENSATION

- Pay Range: \$19-20/Hour (based on qualifications & experience).
- Benefits include paid vacation, PTO, paid holidays, health reimbursement account, and 20% discount at the Chaffee County Habitat ReStore.

To apply, mail cover letter & resume to

Jill Nall at info@chaffeehabitat.org

Position open until filled.