



**Position:** Program Coordinator  
**Reports to:** Executive Director

**Term:** Part-Time, Mon-Thurs 9:00 AM-4:30 PM  
**Hourly Pay:** \$19.00-\$20.00

### **SUMMARY**

Coordinate volunteer, intern, and build site support programs, as well as assisting with the day-to-day operations of the office. Work closely with other staff and support the Chaffee Habitat for Humanity team to ensure the accomplishment of the goals and mission of the organization. This position is responsible for the coordination of bringing people together in a way that is meaningful and memorable.

### **REQUIRED SKILLS AND EXPERIENCE**

Experience working in an office environment. Exceptional customer service, time management, communication skills, and ability to work independently as a self-starter. Excellent computer, time-management, and organizational skills are required. Must proficiently use web-based software, Microsoft Office and Google Workspace. The individual must be confident, personable, knowledgeable, communicate effectively, invite feedback, and able to work as a team member and independently.

### **SPECIFIC RESPONSIBILITIES**

- **Internship Program**
  - Recruit for summer internship program through online and web based strategies. Attend internship fairs as needed (in Colorado).
  - Communicate regularly with potential candidates for the program.
  - Screen and interview applicants.
  - Plan and prepare for each intern's arrival, including housing & orientation.
  - Manage and coordinate annual fundraising event with PR/Marketing interns.
  - Complete final review with interns and their direct supervisor.
- **Build Site & ReStore Volunteer Coordination**
  - Coordinate all aspects of the volunteer program.
  - Recruit and coordinate visiting groups and local build days.
  - Communicate with groups and build site to develop and confirm logistics.
  - Develop meaningful welcome program and engagement plan for volunteers.
  - Thank each group through multiple techniques.
  - Establish master schedule of groups and ensure build site support services are provided.
  - Hosts – Work with build site hosts to develop meaningful hosting program & ensure schedule is developed and adhered to.
  - Maintain volunteer schedules and track hours for construction, ReStore, administration, and special events. Create monthly volunteer reports and ensure annual waivers are signed for all volunteers.
- **Day-to-Day Office Coverage**
  - Assist staff in the day-to-day operations of the CCHfH administrative office. Coordinate events, data entry and reporting, supervising office volunteers.
  - Answer the phones and help visitors to the office in a professional manner.

### **GENERAL**

The program coordinator must believe in the work of Habitat for Humanity and promote the mission of: "Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope."