



JOB DESCRIPTION

Purpose of the Job

The Volunteer and Events Coordinator leads the strategy and execution of volunteer programs and key events to support the mission of Loveland Habitat for Humanity. This role ensures a high-quality volunteer experience from recruitment through retention, with a primary focus on construction site support and ReStore engagement. The position also oversees the planning and delivery of major events that drive community engagement, fundraising, and organizational visibility.

Qualifications

- Bachelor's degree in a related field preferred; equivalent professional experience in volunteer coordination, nonprofit operations, or community engagement strongly considered
- Demonstrated experience coordinating volunteers and/or managing community engagement initiatives
- Strong organizational and project management skills with exceptional attention to detail and follow-through
- Experience planning and executing events, including logistics coordination and timelines
- Proficiency in Microsoft Office Suite and experience with database or CRM systems (Charity Proud or similar preferred)
- Ability to manage multiple priorities and meet deadlines in a fast-paced, event-driven environment
- Strong interpersonal and communication skills; able to work both independently and collaboratively in a mission-driven environment
- Nonprofit experience preferred.

Key Responsibilities

Volunteer Programs Management –

- Oversee the full volunteer lifecycle: recruitment, onboarding, scheduling, engagement, retention, and re-engagement
- Coordinate weekly construction volunteer participation and support build site needs
- Partner with Construction, ReStore, and office teams to identify and fulfill volunteer needs
- Manage all volunteer communications including recruitment campaigns, confirmations, reminders, and follow-ups
- Lead volunteer orientation and ensure completion of all required documentation

- Maintain accurate records in Charity Proud, including volunteer hours, data, and reporting
- Track and report volunteer metrics for internal and external stakeholders (HFHI, Thrivent, Volunteers of America, etc.)
- Grow and diversify the volunteer base by identifying new opportunities and strengthening existing relationships
- Lead volunteer appreciation efforts, including ongoing recognition and the annual appreciation event
- Support national and affiliate programs (AmeriCorps, Collegiate Challenge, RV Caravaners, etc.)
- Coordinate hospitality and logistics for build days, dedications, and special volunteer experiences

Event Planning & Execution -

- Lead the planning, coordination, and execution of key events including Faith Build Breakfast, Builder's Ball, Women Build, and donor recognition events
- Collaborate with Communications Coordinator to develop and implement promotional strategies
- Partner with Major Gifts Officer and leadership team to identify sponsorship prospects and manage attendee engagement
- Oversee event logistics, timelines, volunteer roles, and follow-up communications
- Ensure events align with organizational goals for fundraising, engagement, and visibility
- Support execution of event-related fundraising strategies, ensuring alignment with annual development goals
- Collaborate cross-functionally with internal staff and volunteers to support event execution and ensure shared ownership of event success.

Attend monthly staff meetings, organizational trainings, etc. Perform other related duties as assigned.

Work Schedule & Benefits

- Full-time, Monday–Friday, with occasional evenings or weekends for events
- Hourly rate: \$24.04–\$26.44/hour depending on experience
- This is an in-office position

To apply please send a resume and cover letter to hr@lovelandhabitat.org

Overtime Status	
<input type="checkbox"/> Exempt (salaried – not eligible for overtime)	<input checked="" type="checkbox"/> Non-exempt (hourly – eligible for overtime)

Physical Requirements						
General Activity		Number of Hours				
		6-8	4-6	2-4	1-2	<1
	Stand/Walk				X	
	Sit		X			
	Drive				X	
Motion		Up to 1/3 of time		1/3 or more of time		
	Bend	X				
	Squat	X				
	Crawl	X				
	Climb	X				
	Reach	X				
	Lift	X				
	Carry	X				
	Push	X				
	Pull	X				
Use of Hands/Feet		Gross Motor Function		Precise/Fine Motor Function		
	Right Hand	X			X	
	Left Hand	X			X	
	Right Foot	X			X	
	Left Foot	X			X	
Weight lifted/force exerted		Up to 1/3 of time		1/3 or more of time		
	Up to 10 lbs	X				
	Up to 25 lbs	X				
	Up to 50 lbs	ONLY WITH ASSISTANCE				
	Up to 100 lbs	ONLY WITH ASSISTANCE				
	More than 100 lbs	ONLY WITH ASSISTANCE				

Mental and Emotional Requirements
<input checked="" type="checkbox"/> Handles multiple priorities
<input checked="" type="checkbox"/> Independent discretion/decision making
<input checked="" type="checkbox"/> Makes decisions under pressure
<input checked="" type="checkbox"/> Manages anger/fear/hostility effectively and professionally
<input checked="" type="checkbox"/> Manages stress appropriately
<input checked="" type="checkbox"/> Works alone effectively

Works in close proximity to others and/or in a distracting environment

Works with others effectively

Maintains boundaries with customers, other staff members and families