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| **POSITION TITLE** | Volunteer Coordinator | **DATE APPROVED** | 6/9/17 |
| **FACILITY** | Fremont, NE Habitat for Humanity | | |
| **JOB FAMILY** | Manager | | |
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**POSITION SUMMARY**  
Recruiting, overseeing, training and supporting all volunteers for the affiliate, including construction, HomeStore, office, events. Engaging Church and community partners for group projects for construction builds, HomeStore or events. Promoting the affiliate through traditional and social media. Develop and maintain volunteer base with the goal of supporting the vision of Fremont Area Habitat for Humanity.

**ESSENTIAL FUNCTIONS**  
1. Continually recruits volunteers for all areas of need; oversees volunteer pool; trains volunteers in the mission of Habitat; works closely with Construction Manager and HomeStore Retail Coordinator to ensure that volunteers are adequately trained in duties and in safety. Practice ongoing appreciation of volunteers.

2. Acts in partnership with and attends most Committee meetings, including Fundraising, Family Support, HomeStore Vision and Building Committees. Leadership of Church Relations Committee, which includes direct contact with local churches on a regular basis, in an effort to recruit volunteers and develop financial support. Develop means for churches to become involved on a stronger level. Monthly contact with churches, including some Sundays.

3. Accountable for ensuring completion by all volunteers on an annual basis of liability waivers, safety training, interest and skill tracking. Responsible for Volunteer database upkeep and use, recording all volunteer information and hours worked.

4. Able to be present on the construction site to support volunteers and supervise groups under the direction of the Construction Manager. Be present in HomeStore to support volunteers under the direction of the Retail Manager.

5. Creates, updates and maintains quality marketing materials for events and ongoing activities; recruitment brochures, event information. Ensure continual social media presence.

6. Responsible for scheduling of volunteers for construction, HomeStore, coffee/lunch breaks, events or other activities, and making sure sufficient volunteers are scheduled.

7. Responsible for organizing and recruiting coffee break and lunch volunteers, and ensuring full coverage.

8. Performs all functions according to established policies, procedures, regulatory and accreditation requirements, as well as applicable professional standards. Provides all customers and volunteers of Habitat for Humanity with an exceptional service experience by consistently demonstrating our core values.

**NOTE:** The essential functions are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.  
  
**SUPERVISORY RESPONSIBILITIES**

**DIRECTLY REPORTING**  
Volunteers

**MATRIX OR INDIRECT REPORTING**  
Work Closely with Construction Manager and HomeStore Retail Coordinator; reports to Executive Director.

**TYPE OF SUPERVISORY RESPONSIBILITIES**  
Recruitment, education and training of volunteers.

Serve as role model for staff and act in a people-centered, service excellence-focused, and results-oriented manner.  
  
**SCOPE AND COMPLEXITY**  
Position primarily focuses on the recruitment, coordination, and supervision of all volunteers necessary to complete Habitat’s mission, with a commitment to Habitat for Humanity’s ideals and philosophy.

**PHYSICAL DEMANDS/ENVIRONMENT FACTORS**

* Must have good manual dexterity skills, including visual acuity, ability to grasp and handle objects.
* Requires extensive standing and walking with periodic sitting working in all types of weather conditions.
* May require activity performing physical labor and lifting various objects.
* Needs ability to communicate effectively through reading, writing, and speaking in person or on telephone.
* Must be able to work will with all ages and types of people, personable and flexible.

**MINIMUM QUALIFICATIONS**  
Progressive experience in recruiting and supervising volunteers and volunteer groups. The ability to schedule, coordinate, and delegate.

Proven ability to work independently and manage multiple projects and activities simultaneously. Must possess independent decision making abilities, as well as, considerable judgment and initiative to determine the approach or action to take in non-routine situations.

Must have excellent oral and interpersonal communication skills, to effectively communicate and interact with general public and volunteers. Ability to lead, manage, supervise and motivate individuals and teams of volunteers.

Bachelor’s Degree or Equivalent.

Understand and promote the Habitat mission.

**PREFERRED QUALIFICATIONS**

Bilingual in Spanish.

Proficient with Social Media, including Facebook, Twitter, Instagram, SignUp Genius and YouTube.

Computer skills including Microsoft Office, Google apps, and Adobe. Able to learn volunteer management program.

Email Resume to joy@fremonthabitat.org