

POSITION TITLE	Community Outreach and Volunteer Coordinator	DATE APPROVED	11/27/19
FACILITY	Fremont Area Habitat for Humanity		
JOB FAMILY	Manager		
HIRE DATE	December 2019	SALARY	\$37,000-\$41,500 DOE

POSITION SUMMARY

This employee will be responsible for the following:

- Develop and implement a community outreach program to support the vision of Fremont Area Habitat for Humanity.
- Work closely with the Construction Manager and the HomeStore Manager to recruit, oversee, train and support all volunteers for the affiliate, including volunteers for construction, repair program, HomeStore, office, and events.
- Promote the affiliate and its activities through traditional and social media.
- Assist Executive Director with grants, fundraising and other operational duties.

ESSENTIAL FUNCTIONS

1. Recruit volunteers for all areas of need; oversee volunteer pool; train volunteers in the mission of Habitat; work closely with Construction Manager and HomeStore Manager to ensure that volunteers are adequately trained in duties and in safety. Engage and recruit Church and community partners for group projects for construction builds, HomeStore activities and events. Practice ongoing appreciation of volunteers. Plan and schedule themed volunteer work days.
2. Act 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 that all volunteers are up to date on liability waivers, safety training, interest and skill tracking. Responsible for Volunteer database upkeep and use, recording all volunteer information and hours worked.
4. Schedule volunteers for construction, HomeStore, coffee/lunch breaks, events or other activities, and making sure sufficient volunteers are scheduled.
5. Work on construction sites and HomeStore on a regular basis to supervise and support volunteers. This position does require work on Saturdays. Some work on Saturdays will be assisting in the HomeStore, and could include pickups and deliveries.
6. Develop and implement a community outreach program to support the vision of Fremont Area Habitat for Humanity. Work within the community to promote Habitat, increase our volunteer base, and increase neighborhood outreach. Grow partnership with Midland University, including assisting with developing and supporting a Habitat Campus Chapter.
7. Create, update and maintain quality marketing materials for events and ongoing activities; recruitment brochures, event information. Manage social media presence for the organization, including making regular updates and responding to inquiries.
8. Perform 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.
9. Assist Executive Director with grant writing, fundraising and overall organizational operations.

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 assigned by the employee's immediate manager.

SUPERVISORY RESPONSIBILITIES

DIRECTLY REPORTING

Volunteers

MATRIX OR INDIRECT REPORTING

Work Closely with Construction Manager and HomeStore Manager; 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 community outreach and community relations, and 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. Position also allows for development of grant writing and fundraising skills, and general office operations.

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 community relations and 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 preferred; will consider equivalent years of related, professional experience.

Understand and promote the Habitat mission.

PREFERRED QUALIFICATIONS

Bilingual in Spanish.

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

Computer skills including Microsoft Office and Google apps. Able to learn volunteer management program and on-line tools such as Volunteerhub, Bloomerang and others as needed.



Community Outreach & Volunteer Coordinator

November 2019

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____