



JOB DESCRIPTION

JOB TITLE: Volunteer Coordinator

SUPERVISOR: Executive Director

STATUS: Full-Time; non-exempt

GENERAL DESCRIPTION OF POSITION:

This position is responsible for administering the volunteer program in accordance with Gwinnett Habitat's mission and standard of excellence. The Volunteer Coordinator's primary responsibilities include the recruitment, training, scheduling, and coordination of workgroups/sponsors and individual volunteers for workdays and special events.

JOB DUTIES AND RESPONSIBILITIES:

- Respond to all individual volunteer inquiries
- Develop and implement a strategy for actively soliciting, engaging, and maintaining new volunteers
- Act as liaison to other organizations who are sending volunteers
- Meet with construction staff regularly to schedule volunteers and complete build schedules
- Interview and place volunteers for specific needs such as committee, office, community events/booths, ReStore and special events
- Coordinate the scheduling of groups and skilled volunteers, including the Thursday Crew
- Work with sponsors to coordinate sponsor agreements, work schedule, worksite sign, securing volunteer forms and providing weekly task updates
- Coordinate activities for youth volunteers (Boy/Girl Scouts, etc.)
- Coordinate the activities and volunteer engagement for our Habitat Campus Clubs
- Recruit, train, and schedule site hosts, crew leaders and ABWK leaders
- Manage community service volunteers from local jurisdictions
- Maintain volunteer database and keep records of volunteer activities, including numbers of teams, volunteers, number of hours worked contact information, etc.
- Serve on the Hoofin for Habitat planning team and coordinate all volunteers for 5K event
- Work with Homeowners to schedule and track their sweat equity hours
- Develop and implement formal and informal volunteer appreciation program
- Prepare job descriptions for volunteer positions
- Monitor volunteer satisfaction and manage volunteer expectations
- Arrange for lunch at volunteer sites
- Visit worksites as needed to offer hospitality and support to volunteers
- Ensure that volunteer liability waivers are signed and filed
- Plan and coordinate home dedication ceremonies to include sponsor plaques, programs and food
- Organize Special Build Events (Faith Build, Women Build, Veterans Build, etc.)
- If needed, manage AmeriCorps program for our affiliate and act as Host Site Manager
- Contribute to Newsletter for volunteer related articles

- Create monthly volunteer reports and provide volunteer information for annual audit
- Revise volunteer forms and materials as necessary
- Communicate on a regular basis with the Executive Director to report progress and any obstacles that may arise
- Represent affiliate at public events and attend training/conferences as needed
- Support mission and programs of affiliate
- Perform other duties as assigned

DESIRABLE SKILLS AND PERSONAL CHARACTERISTICS:

- Computer skills (Microsoft Office products)
- Organized and efficient, with attention to detail and follow-through
- Possess excellent interpersonal skills, good communication skills and be skilled in developing and making presentations
- Reliable, honest, able to maintain confidentiality
- Team player
- Able to work with minimal supervision, taking initiative and keeping everyone informed
- Able to work with a variety of people, personalities, ages and backgrounds

DESIRABLE QUALIFICATIONS:

- Associates degree or related training/experience
- Three years of volunteer management or non-profit experience
- Passion for the program and its mission

Employee Signature

Date

Executive Director Signature

Date