

Volunteer Coordinator needed (posted 12/18/18)

Gwinnett County Habitat for Humanity (Lawrenceville, Georgia) is seeking a full-time Volunteer Coordinator to administer our volunteer program in accordance with Gwinnett Habitat's mission and standard of excellence. Qualified applicants need 2 years of volunteer management or non-profit experience. Primary responsibilities include the recruitment, training, scheduling and coordination of workgroups/sponsors and individual volunteers for workdays and special events. Other duties include volunteer retention and recognition, management of community service volunteers, coordination of home dedication ceremonies, managing the build schedule and tracking volunteer hours. Must be computer literate in MS Word/Excel and have strong communication and interpersonal skills. Desire to serve low-income families is a must. This position includes Saturday work. Send resume & salary history to info@habitatgwinnett.org. Qualified applicants ONLY.